State of California

Department of Technology

Financial Analysis Worksheets

Preparation Instructions

Statewide Information Management Manual – Section 19F

October 2017

INTRODUCTION TO
THE FINANCIAL ANALYSIS WORKSHEETS

Overview

SIMM Section 19F, Financial Analysis Worksheets (FAWs), provides a basis for detailed financial analysis that contributes to good investment decisions, project transparency, and accountability. The purpose of the FAWs is to document and compare the costs and financial benefits of the current method of operation with those of the alternatives considered. The FAWs are used to identify the specific resources that will be needed to implement the proposed alternative and attempts to answer the questions: "How much will the project cost?," "What will be the impact on future operations?" and "From where will the funding come?" Estimating alternative solution costs is a key component of the financial analysis used to make an information technology (IT) investment decision. Financial proposals and decisions are strengthened when there is a clear understanding of the complete resource implications. The FAWs instructions have been prepared to help State of California Agencies/state entities[1] meet the California Department of Technology (CDT) requirements for documentation of project proposals. Contact your CDT, Office of Statewide Project Delivery (OSPD), Project Approval Manager for additional direction and clarification.

Clarifications

- ✓ FAWs will be created in conjunction with the Stage 2 Alternatives Analysis.
- ✓ Agencies/state entities are required to submit the FAWs along with a Stage 2 Alternatives Analysis for all proposals deemed reportable by the CDT.
- ✓ For the proposed alternative, each of the following worksheets must be completed: *Alt 1- Project, Alt 1- Future Ops, Alt 1- Funding Plan, Alt 1- Planning BCP, and Alt 1- Project BCP*.
- ✓ For all other alternatives considered, only the following worksheets must be completed: *Alt 2- Project* and *Alt 2- Future Ops* (and) *Alt 3- Project* and *Alt 3- Future Ops.*
- ✓ Agencies/state entities are required to update the FAWs at Stage 3 Solution Development and Stage 4 Project Readiness and Approval, as further analysis of a proposal may necessitate changes to the financial analysis.

Stage 2 Alternatives Analysis Reporting Requirements

The CDT requires specific information from Agencies/state entities to carry out its responsibilities in approving the FAWs as part of the Stage 2 Alternatives Analyses. The FAWs must be comprehensive and cannot rely on verbal or subsequent written responses (e.g., emails) to the CDT staff questions. Submissions that are incomplete and fail to provide relevant information in written form may be returned without consideration at the discretion of the CDT.

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[1] **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

Agency/state entity IT proposal submissions that meet one or more of the CDT's reporting criteria must follow the documentation requirements defined in the State Administrative Manual (SAM) section 4819.37 and these instructions. Each Agency/state entity has the responsibility to ensure its FAWs meet the CDT requirements.

The CDT may, at its discretion, request additional information from the Agency/state entity.

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Transmittal Requirements

The FAWs are to be submitted with the Stage 2 Alternatives Analysis as an attachment to Section 2.14. If projected costs and/or financial benefits change throughout the Project Approval Lifecycle (Stage 3 Solution Development and/or Stage 4 Project Readiness and Approval), updates must be submitted along with the associated deliverable. Contact your CDT Office of Statewide Project Delivery (OSPD) Project Approvals and Oversight Project Approval Manager for additional guidance.

Financial Analysis Worksheets

Steps to Complete the FAWs:

The steps below are designed to obtain the cost-benefits, risk assessments, and cost-recovery strategies required to support business owner actions and stakeholder decisions, and to assist in project proposal assessments. Agencies/state entities may complete the FAWs in the sequential order below or follow another order as preferred. For example, the project costs (one-time) can be added to the FAWs before adding the current operating costs. However, it is important to enter cost information into the applicable Current Ops and Alt #- Project, and Alt #- Future Ops, for each respective alternative.

Step 1: In the ***Executive Cost Summary*** worksheet, enter the Project Name, Department Name, Project Number, and Date. This information automatically populates in each of the other worksheets. The project costs (one-time and future operations IT staff an OE&E) in the Executive Cost Summary will automatically populate once the Alt 1- Project and Alt 1- Future Ops worksheets are completed.

Step 2: Identify the current operations costs using the ***Current Ops*** worksheet: Determine the ***existing*** costs for program operations and supporting information systems as they would be if the proposed project is not undertaken. This information includes Personal Services (PS) (Existing Staff), Operating Expenses and Equipment (OE&E) and Local Assistance, which together add up to "Total Expenditures – Current Operations Costs."

In each appropriate column, by fiscal year (FY), until the maintenance and operations (M&O) cycle of expenditures repeats, select the FY (in 0000-00 format) with the:

a. Classification, program or IT (i.e., Pgm or IT), monthly salary, tenure/Time Base (i.e., P, T, E, Board), and number of positions.
Note: It is important to select either "Pgm or IT" **AND** "P, T, E, or Board" as certain calculations within the worksheets depend on these entries.

b. Operating expenses and equipment (i.e., a project may have a cycle of expenditures over more than one FY before repeating).

c. Enter the number of FYs with entries (e.g., "5"), for calculation purposes.

Note: The ***Current Ops*** worksheet automatically calculates the average operations costs (i.e., Average Current Operations Costs) for use in subsequent calculations.

Step 3: Use the appropriate worksheet (e.g., Alt 1- Project, Alt 2- Project, and Alt 3- Project) to identify estimated **one-time** project costs for each alternative considered. Do not include operating costs provided in the *Current Ops* worksheet. Identify the one-time project costs:

    a. For each Alternative – Enter the Personal Services (Existing Staff To Be Redirected) and (New Staff), program and IT staff, needed for the planning and project. Enter existing staff in the Existing Staff To Be Redirected section and new staff in the New Staff section.

    b. Enter Alternative Solution OE&E costs.

The "Total Expenditures – Alternative (#) Operations Costs" includes Personal Services (PS) (Existing Staff To Be Redirected and New Staff), OE&E and Local Assistance.

Step 4: Use the appropriate worksheet (e.g., Alt 1- Future Ops, Alt 2- Future Ops, Alt 3- Future Ops) to identify the estimated future annual operations costs for the top three alternatives considered. Estimate and document the projected *future* costs for program operations and supporting information systems for each alternative solution:

    a. Enter the future staff costs in the Personal Services section for the business, other program, as well as IT staff, broken down by existing staff and new staff. Enter existing staff in the Existing/Redirected Staff section and new staff in the New Staff section.

    b. Enter the future OE&E costs (including M&O) for: General Expense, Printing, Communications, Consulting and Professional Services: Interdepartmental, Consolidated Data Centers, Information Technology, etc.

Step 5: Use the **Alt 1-** *Funding Plan* worksheet to identify funding source(s). Identify the source and mix of funding (e.g., General Funds, Special Funds, Federal Funds, and Other Funds) for the entire project costs (i.e., Total Planning, Project Costs + Total Future Annual Costs). Only complete this information for the selected alternative.

Step 6: The FAWs, based on the above reported information, will generate most of the *Alt 1- BCP Planning* and *Alt 1- BCP Project* worksheets. Enter the funding source needed for one-time costs associated with a BCP. Review this sheet and add information (existing funding to be used for personal service, OE&E, existing system funds, or other fund sources) if needed.

It is important to note that the *Alt 1- BCP Planning* and *Alt 1- BCP Project* are provided as tools to assist in the preparation of IT project-related Budget Change Proposals.

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FAWs Template General Instructions

The FAWs provide a fiscal comparison of the current method of addressing a business problem to each alternative approach. A key concept of this review is to develop apples-to-apples comparisons of various component cost and revenue impacts. This is done through the review of the <u>average annual cost of multi-year cycles</u>, which allows for cycles of varying timeframes to be compared. For example, if the current system has a three-FY M&O cycle (i.e., the cost of operations is not the same from FY to FY but repeats every three FYs) but the alternative's future operations has a five-FY cycle, comparing the average annual operations cycle cost allows for a fair comparison of the current to the alternative approach.

The FAWs are made up of several Microsoft (MS) Excel spreadsheets that populate, by formula, the ***Executive Cost Summary, Summary***, **Alt 1- *Funding Plan, Alt 1- Planning BCP, and Alt 1- Project BCP*** spreadsheets. The other specific spreadsheets address the costs of:

- Current operations cost for the existing system (the costs that would continue without initiating the proposed project).
- One-time project costs for each alternative considered (one sheet is required for each alternative identified, not just the selected alternative).
- Future operations costs for each alternative considered (one sheet is required for each alternative identified, not just the selected alternative).
- Funding Plan for the selected alternative only.
- Alt 1- Planning BCP for the selected alternative only.
- Alt 1- Project BCP for the selection alternative only.

Each of these pages include column headings reflecting the FY in which the costs will occur. The Summary, Alt 1- Funding Plan, Alt 1- Planning BCP, Alt 1- Project BCP automatically identify the FY based on the corresponding Alt 1-, Alt 2-, Alt 3- Project or Future Ops worksheets. Only enter the actual FY in 0000-00 format (e.g., 2020/2021) in fields that are displayed as "White." The FY columns are intended to sync up with BCP fiscal sheets, both by FY and by category of expenditure.

Note: The FAWs must be completed per these instructions regardless of the system development lifecycle that is anticipated to be used to deliver the solution (waterfall, agile/iterative, etc.). Show entire project costs on these spreadsheets, hiding/unhiding FYs as needed, and adjusting "average" formulas via the "Number of FYs with entries" cell.

1.0 Executive Cost Summary Worksheet

The ***Executive Cost Summary*** summarizes the total project (planning, project, and future) costs and also provides the overall planning and project costs plus the continuing future IT staff and OE&E costs.

Once Stage 4 Project Readiness and Approval is approved, the final FAWs Executive Cost Summary will identify the final approved budget amount for the project. This information may be transferred to your other project related documentation (e.g., Project Status Report) or other cost tracking sheets. When transferring cost amounts, either copy and paste special using "Values (V)" or retype the amounts into the destination worksheet/cost tracking document.

Enter the project name, department name, project number, and date. All other fields are automatically populated using data from your Alt 1- Project and Alt 1- Future Ops worksheets.

2.0 Summary Worksheet

The *Summary* worksheet displays the summarized costs and financial benefits of each alternative. This worksheet has been designed to chronologically display key financial aspects for each alternative, identifying the average current operations costs (before project), project costs (during project), and average future operations costs (after project). All of the cells in the *Summary* worksheet are generated from data contained in the "*Current Ops*" worksheet, applicable *"Alt #- Project"* worksheets, and the *"Alt #- Future Ops"* for each alternative. Do not input data directly into the *Summary* worksheet.

The *Summary* worksheet compares each alternative solution and identifies the proposed alternative (i.e., Alt 1- Project). The *Summary* worksheet contains summary level information, which provides the basis to perform an evaluation of each alternative both in terms of costs to implement the alternative and the positive or negative impact on operations resulting from the implementation of the system. The "Net Cost (+) or Benefit (-)" row for each alternative in the *Summary* worksheet provides information on the relative benefit of implementing each alternative, based on the total project costs.

The *Summary* worksheet is organized into the following vertical sections (columns):

- **Average Current Operations Costs** (Before Project)**:** This column includes the annual cost to operate the program and information systems as they exist today before the new solution has been implemented. The costs shown here are derived from the information inputted into the *Current Annual Operations* worksheet (Current Ops), which represent <u>annual costs of multi-year operations cycles</u>. As represented in the *Summary* worksheet, those costs represent the average annual operations costs.

- **Planning Costs** (Stage 2 – Stage 4)**:** These columns show the estimated year-by-year cost to plan the project; this reflects total one-time costs. The first five FYs are labeled as: "Planning Costs," "FY 1," "FY 2," etc. See **3.0 Project Costs Worksheets (Alt #- Project)** for additional information regarding planning costs.

- **Project Costs** (During Project)**:** These columns show the estimated year-by-year cost to implement the project; this reflects total one-time costs. The FYs (in the 0000-0000 format) align with the BCP fiscal detail. This section includes each alternative's project costs based on the project activities broken down by FY.

- **Total One-Time (Project) Costs:** These columns combine the total project costs for all FYs, broken down by positions and dollars, OE&E expenditures, local assistance.

- **Average Future Operations Costs** (After Project)**:** These columns show the projected cost to operate the program and information systems after the alternative has been implemented and changes have been made to program and IT operations.

- **Change in Operations Costs:** These columns show the differences between what it costs to operate the current program and supporting systems (today) and what it is estimated it will cost to operate the program and supporting systems in the future after the project has been completed and the new system has been implemented.

- **Total Project Costs (Planning + One-Time + Total Future Annual Costs):** These columns summarize the costs for planning, one-time project, and total future operations for IT staff with OE&E costs.

The *Summary* worksheet is organized into the following horizontal sections (rows) for each alternative:

- **Total Project Costs:** These rows show a summary of the total PS expenditures and the total OE&E expenditures, as well as Local Assistance costs, broken down by the vertical columns identified above.

- **Annual Savings/Revenue Adjustments:** These rows show a summary of the cost savings/avoidances and or increased program revenues achieved by implementing each alternative. These rows also show a summary of the net cost or benefit from implementing each alternative.

- **Annual Future Operations Costs (M&O):** This row provides the final IT personal services costs plus OE&E expenditures for the final M&O FY only.

- **Simple Return on Investment (ROI):** This row identifies the future percentage of costs compared to the current costs and whether it increases or decreases operations costs. This thumbnail view can help compare various alternatives but only serves as a fiscal calculation and does not recognize the policy reasons that justify a particular alternative.

3.0 Current Operations Costs Worksheet (Current Ops)

NOTE: The *Current Ops*, *Alt #- Project*, and *Alt #- Future Ops* worksheets are formatted similarly. This allows for consistency between sheets and data to feed into the BCP fiscal data sheet.

The first step in completing the FAWs is to identify and document the current annual cost to operate the program and supporting information systems as they exist today before the alternative solution has been implemented. If existing IT systems will not be modified or replaced, then only the current non-IT program operating costs should be shown.

The *Current Ops* worksheet provides information regarding the relative size of the program and IT operations required to support the business and identifies a baseline for change in operations costs that may occur due to the implementation of the alternative solution. The costs shown here shall be based on actual <u>annual costs of multi-year operations cycles</u>; the idea of multi-year operation cycles recognizes that the cost of operations in a particular FY may increase or decrease but that those annual changes occur through a defined number of FYs before repeating. Consequently, if the current annual operations costs are the same for each FY and do NOT fluctuate over multi-year operation cycles, only one FY of cost information is needed.

Note: It is possible that the operations cycle of the current system versus one or another of the identified alternatives may not include the same number of FYs. One point of analysis from the information of the worksheets is to compare average costs. If needed, unhide or hide FYs based on the specific situations you are addressing. The Current Ops sheet allows for up to 10 FYs to be included. If the number of FYs is changed, **remember to revise the average formula calculations as appropriate, and consult with your OSPD Project Approval Manager if more than 10 FYs are needed**.

The *Current Ops* worksheet is organized into the following sections.

3.1 Personal Services (Existing Staff)

Using the following fields, identify the existing staff that currently support the business process and IT systems impacted by this proposal.

3.1.1 Existing Staff

Identify the classifications of the existing staff that currently support the business process and IT systems impacted by this proposal.

3.1.2 Program/IT

Differentiate the program staff that are currently working in the business area supported by the system versus the IT staff currently assigned to support the existing information systems and infrastructure (if one exists).

3.1.3 Monthly Salary

Identify the total monthly salary of each classification. The salary for existing staff is the current salary. Do not include any benefits costs.

3.1.4 Tenure/Time Base

For each position, enter whether the position is Permanent (P), Temporary (T), Exempt (E), or a Board position. As needed, work with your Budget Office to determine the appropriate tenure/Time Base for your positions. For each appropriate FY column, include the time base (to the tenth of a full position) for all applicable staff resources. The definitions for P, T, E, and Board positions are as follows:

- Permanent: Positions authorized/reflected in the annual Supplemental Schedule of Salaries and Wages (Schedule 7A), authorized in the California Budget.
- Temporary: Positions not authorized/reflected in the annual Supplemental Schedule of Salaries and Wages (Schedule 7A). Typically, temporary positions are paid out of "blanket" funds unassociated with a specific authorized position. Also refer to Government Code (GC), Title 2, Division 3, Part 3, Chapter 3, Section 13309 for additional information.
- Exempt: Appointees of the Governor or elected officials, including members of the Legislature. The Government Code, Title 2, Division 3, Part 1, Chapter 6 sets the positions and salaries for most top-level State officers appointed by the Governor (e.g., Director of Finance, Secretary of Transportation, Secretary of the Natural Resources Agency). For specific positions and salaries of exempt positions, refer to the California Department of Human Resources (CalHR) Exempt Employee Salaries.
- Board: Typically, appointees of the Governor or other appointing authorities. Members of boards and commissions are exempt from civil service. For specific positions and salaries of board positions, refer to the CalHR Exempt Employee Salaries.

3.1.5 Current Annual Operations Costs

For each FY column, identify the number of positions. The associated costs (Dollars) for current operations will automatically be based on the monthly salary and position information entered. Positions (and costs) are to be shown for an entire multi-year operations cycle. These reflect the cost of current operations if the project is not undertaken and operations continue in their current state.

- **Positions**: Enter the number of existing staff for each classification. Identify partial positions to one/tenth (0.1) of a position.

- **Dollars**: The staff cost will be calculated automatically based on the monthly salary/benefits and number of positions. This figure reflects the annual salary-only cost for the positions.

3.1.6 Total Current Operations Costs

The costs will be calculated automatically based on the total sum of all FYs for the multi-year operations cycle.

3.1.7 Average Current Operations Costs

The costs will be calculated automatically based on the total average of all FYs. The figures in this column will be automatically rolled up into the *Summary* worksheet. Remember to change the "Number of FYs with entries" based on the multi- year operations cycle entered.

3.2 Operating Expenses and Equipment (OE&E)

The costs for OE&E are broken out by the items of expense used in the BCP fiscal sheets. Departments shall not revise these items of expense or the totals derived from these items. The sample form includes examples of various sub items. For example, in the Consulting and Professional Services: Interdepartmental, in the parenthesis "5340330-Consulting and Professional Services – Interdepartmental" is noted. If this item applies, you may enter "5340330" and then the department providing professional services. Be sure to follow the format recommended by your department's budget/accounting section. Comply with the Department of Finance (DOF) and Financial Information System for California (FI$Cal) definitions regarding the correct item/sub item of expense to post OE&E expenses.

3.3 Local Assistance

Identify any Local Assistance expenditures. These are state funds provided to counties, cities and special districts. As the use of Local Assistance as an expenditure is rare, the Local Assistance fields are hidden and may be unhidden if needed.

3.4 Hidden Columns

The *Current Ops* and all "Alt #- Project," and "Alt #- Future Ops" worksheets are formatted similarly. All of these spreadsheets include columns that have been hidden from view to simplify the look of the spreadsheets since they include only formulas that are not intended to be changed, as they perform calculations that transfer position-type information to the BCP fiscal data sheet. Use the "Hide" or "Unhide" feature in MS Excel to add or hide columns and rows, as appropriate.

4.0 Project Costs Worksheets (Alt #- Project)

NOTE: The *Current Ops* worksheet, as well as the *Alt #- Project* and *Alt #- Future Ops* worksheets for all alternatives are formatted similarly. Please refer to Section **3.0 Current Operations Costs Worksheet** (*Current Ops*), above, for specific instructions not repeated below. Since the various *Alt #- Project* and *Alt #- Future Ops* worksheets for all alternatives are formatted similarly, be sure to label them per the alternative for which the information is being displayed (e.g., Alt 1 vs. Alt 2).

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The second step in preparing the FAWs is to estimate the one-time project cost of implementing each alternative solution. Alternative costs reflect total one-time costs and are used to evaluate the relative merit of implementing the system for proposals that are based on a benefit-based proposal. There will be one *Alternative* (**Alt #- Project**) worksheet for each alternative described in *SIMM Section 19B.2, Stage 2 Alternatives Analysis, Section 2.10 Alternative Solutions*. There are three **Alt #- Project** worksheets provided for this purpose. The *Alternative* worksheets are organized into the following sections. **Note:** Do not adjust costs for inflation.

4.1 Personal Services

Please refer to Section **3.0 Current Operations Costs Worksheet** (**Current Ops**) Worksheet. Identify the existing or new staff needed to develop the solution identified in this alternative.

4.2 Operating Expenses and Equipment (OE&E)

The OE&E information for all **Alt #- Project** and **Alt #- Future Ops** worksheets are formatted similarly to the *Current Ops* worksheet. Refer to Section **3.0 Current Operations Costs Worksheet (Current Ops)**. Identify the OE&E costs needed to develop the solution identified in this alternative.

4.3 Local Assistance

Identify any Local Assistance expenditures. These are state funds provided to counties, cities and special districts. The Local Assistance line is included for those projects that include these costs only. As the use of Local Assistance as an expenditure is rare, the Local Assistance fields are hidden and may be unhidden if needed.

4.4 Annual Savings/Revenue Adjustments

Each **Alt #- Project** page calculates and links to the *Summary* worksheet, Annual Savings/Revenue Adjustments. Specifically, Cost Savings, Cost Avoidances, Increased Program Revenues, Net Cost or Benefit (a positive amount is a cost, a negative amount is a benefit), Cumulative Net Cost or Benefit, and Simple Return on Investment (ROI) are calculated based on other information inputted into the current spreadsheet, then linked to the *Summary* worksheet.

4.5 Column Headings/Vertical Organization

Column headings for the **Alt #- Project** worksheets are similar to the **Current Ops** worksheet; refer to Section **3.0 Current Operations Costs Worksheet (Current Ops)** with the following exceptions:

- Planning Costs FY (Year 1, 2, 3, 4 and 5): Using the dropdown, enter the FY (in YYYY/YY format) when the planning costs will be incurred. **Note**: Years 3, 4, and 5 are currently hidden; use the MS Excel Unhide function to open additional FYs, as needed.

  Departments that do not routinely enter into large IT projects may not have base funding/staffing to perform planning activities for such a project. Planning costs may include costs incurred prior to the approval of a project (e.g., market research, requirements development). The FAWs have been constructed to generate the BCP fiscal sheet information for budget requests for up to five FYs of these Planning Costs. These planning costs will be included in the Total Project cost and reflected in the *Summary* worksheet of the workbook, allowing them to be compared for the various alternatives. The costs in these columns are to be reported in the spreadsheet as would other FY amounts (i.e., refer to **Section 3.0 Current Operations Costs (Current Ops) Worksheet**).

5.0 Future Operations Worksheets (Alt #- Future Ops)

NOTE: The *Current Ops* worksheet, as well as the *Alt #- Project* and *Alt #- Future Ops* worksheets for all alternatives are formatted similarly. Please refer to Section **3.0 Current Operations Costs Worksheet** (*Current Ops*), above, for specific instructions not repeated below. Since the various *Alt #- Project* and *Alt #- Future Ops* worksheets for all alternatives are formatted similarly, be sure to label them per the alternative for which the information is being displayed (e.g., Alt 1 vs. Alt 2).

The third step in completing the FAWs is to identify and document the future annual cost to operate the alternative (after project). It is important to estimate and document the future costs for program operations and supporting information systems for each alternative solution. When compared to the baseline operations costs, this presents a view of the total cost of ownership for the proposed alternative. In the **Summary** worksheet, these future operations costs are compared to the current annual operations cost and presented in the Change in Operating Costs columns. **Note:** Do not adjust costs for inflation.

5.1 Personal Services
Refer to Section 3.0 Current **Operations Costs Worksheet** (**Current Ops**).

Identify the classifications of the staff who support the business process and IT systems impacted by the information system. Differentiate the program staff that are currently working in the business area supported by the system versus the IT **AND** program staff currently assigned to **support** the information systems and infrastructure.

> For example, if an Associate Governmental Program Analyst will provide ongoing support for the system (not as a user only), then this staff person should be designated as "IT" for the portion of duties when they will provide information system and infrastructure support.

On a case by case basis, you may only need to show those staff who will provide support to the information system (identified as "IT"). Discuss your particular situation with your CDT OSPD Project Approvals and Oversight Manager for further clarification.

5.2 Operating Expenses and Equipment (OE&E)
The OE&E information for all **Alt #- Project** and **Alt #- Future Ops** worksheets are formatted similarly to the *Current Ops* worksheet. Refer to Section **3.0 Current Operations Costs Worksheet** (*Current Ops*).

5.3 Average Future Operations Costs
The costs will be calculated automatically based on the total average of all FYs. The figures in this column will be automatically rolled up into the *Summary* worksheet. Remember to change the number of FYs of costs if the operations cycle being used is different from that shown in the sample form.

5.4 Column Headings/Vertical Organization
Column headings for the **Alt -# Future Ops** worksheets are similar to the **Current Ops** worksheet; refer to Section **3.0 Current Operations Costs Worksheet (Current Ops)** with the following exceptions:

- IT Only Total (Future FYs): The total IT personal services costs automatically calculates each row in Personal Services (Existing/Redirected) and (New) based on the positions identified as "IT." Any entries in the Overtime, Holiday, Other row will be included added to the IT Personal Services total. Additionally, the percentage entry in the Dept. Benefits Rate (% of Salaries/Wages) (first FY column) will be used to calculate the IT personal services benefits total.

  The IT Personal Services (Existing/Directed)/(New) totals plus the OE&E costs for all FYs will be automatically summed and used to populate the Summary worksheet's Total Project Costs "Total Fut. Ops. IT Staff & OE&E Costs" cell.

- (Optional) Enter Total IT OE&E Costs Only: If the OE&E costs shown indicate program-related costs, you may manually enter only those costs related to IT in the columns identified as "(Optional) Enter Total IT OE&E Costs Only." For example, if you have $50,000 Travel – In State costs and only $5,000 is related to IT, then use the corresponding row and "(Optional) Enter Total IT OE&E Costs Only" column to enter $5,000.

  Once an entry is made to this column, you must manually enter all other costs related to your IT OE&E needs, for each respective row. You will also need to enter the appropriate costs in the "(Optional) Enter IT OE&E for the FINAL M&O FY ONLY" column. Additionally, if no OE&E costs shown relate to the IT OE&E needs, you may enter $ .01 in one row under the "(Optional) Enter Total OE&E Costs Only" and "Optional) Enter IT OE&E for the FINAL M&O FY ONLY." By doing this, you will not have IT OE&E costs for "Future Ops. IT Staff & OE&E Costs (Continuing)" or "Annual Future Operations IT Costs (M&O)" on the **Summary** and **Executive Cost Summary** worksheets.

  Be sure to align the M&O IT OE&E with the specific year identified.

- Enter Final M&O FY: Using the dropdown, enter the FY that provides the final M&O FY where the expenditures repeat in future FYs. The total IT Personal Services (Existing/Redirected)/(New) plus "Overtime, Holiday, Other and Dept. Benefits Rate (% of Salaries/Wages)" plus OE&E costs for the FY entered will calculate automatically for this column. The Summary worksheet's Total Project Costs "Annual Fut. Ops. Costs (M&O)" will populate this sum for the annual future operations costs. This calculation is similar to the IT Costs in the previous Economic Analysis Worksheets to identify "above the line" continuing IT costs.

- (Optional) Enter IT OE&E for Final M&O FY Only: If the OE&E costs shown indicate program-related costs, you may manually enter only those costs related to IT in this column for each respective OE&E category. Once any is made to this column, you must manually enter on other OE&E costs related to the final M&O FY. Refer to additional information in "(Optional) Enter Total IT OE&E Costs Only" above.

6.0 Funding Plan Worksheet (Alt 1- Funding Plan)

The **Alt 1- *Funding Plan*** worksheet is used to show where the funding will come from for the proposed alternative as well as savings and/or revenues that may be achieved. The funding plan shall only be developed for the proposed alternative.

Note: The majority of the Funding Plan Worksheet is automatically completed from information transmitted, by formula, from other worksheets. Only those cells with no coloration are required to be filled out by the Agency/state entity.

Column Headings/Vertical Organization: The vertical organization of the **Alt 1- *Funding Plan*** worksheet is organized similar to the ***Alt #- Project*** worksheets, with the exception of the added "Future Annual Costs (After Project/M&O – Full FYs Only)" and "Average Future Operations Cost" columns, included:

- To identify funding for future annual costs, in addition to project costs
- For the purpose of additional formula calculations in this spreadsheet

Planning Cost: These columns show the planning costs and funding plans for planning the project. The first columns (FY 1 through FY 5) align with planning any planning costs associated with Stages 2 – 4.

Project Costs: The project columns "FY" (in YYYY/YY format) show the project costs and funding plans for each FY needed to implement the selected alternative. The first FY column is the anticipated start of the project and will align with the BCP budget year.

Future Annual Costs: Using the dropdown, enter the FYs for all FYs included in the Alt 1-Future Ops that do not coincide with a Project FY. Partial future FYs that coincide with a project FY will automatically be included in the Project Costs FY as long as the FY was already identified as a FY in the Project Costs.

Average Future Operations Cost: These columns show the projected cost and funding plans to operate the program and information systems after changes have been made to program processes and the selected alternative has been implemented.

The **Alt #1- *Funding Plan*** worksheet is organized into the following horizontal sections (rows):

- **Total Project Costs**: This row automatically populates the One-Time Project Costs (of the selected alternative – Alt 1) for each FY.

- **Total Future Costs**: This row automatically populates the Total Future Costs (of the selected alternative – Alt 1) for each respective FY.

- **Total Project Costs + Total Future Costs**: This row automatically combines the project and future costs for FYs that align with each other.

- **Project Resources (including funding) To Be Redirected**: This section identifies redirected resources for the planning, project, and/or future annual operations costs of the new system.

- **Additional Funding Needed**: This section identifies the project (one-time) funding and future operations (annual) funding needs for each FY. Enter the funding source (by percentage) for each FY.

- **Funding Source, State Operations**: Identify the funding source(s) and breakdown for how the selected alternative will be funded, by percentage for each FY.

- **Funding Source, Local Assistance**: Identify the funding source(s) and breakdown how the selected alternative will apply local assistance funding, by percentage for each FY.

- **Funding Source Total**: The Funding Source Total should equal the total planning, project, and future costs (as applicable) (Row 7) for each FY. If the Funding Source Total does not equal 100%, review the entries in rows 26 – 38 to verify all applicable fund sources have been identified.

7.0 Planning, Project BCP Worksheets

BCP worksheets are only prepared for the selected alternative (Alt#1). There are two BCP worksheets: (1) *Alt 1- Planning BCP* and (2) *Alt 1- Project BCP*. The *Alt 1- Planning BCP* worksheet takes information from the Planning Cost columns of the *Alt 1- Project* worksheet, while the *Alt 1- Project BCP* worksheet takes information from the FY columns of the *Alt 1- Project* and *Alt 1- Future Ops* worksheets, as applicable.

The two BCP worksheets are structured similarly to the BCP worksheet provided by the DOF. The purpose of this worksheet is to automatically generate most of the information needed for the BCP, thereby, simplifying the alignment of information between the FAWs and the BCP. Most of the cells in the BCP worksheets reference cells in other FAWs so that the data in the BCP Transfer worksheet is predominantly automatically populated as other FAWs are completed, with the following exceptions that the Agency/state entity shall complete, as appropriate:

a. Other Funding to be used, if any (Existing): If other existing fund sources are to be used for specific expenditures (e.g., Positions, General Expense), enter the total amount in the corresponding column. Entries into the "(-) Other Funding to be used, if any (Existing)" column will reduce the Planning or Project BCP (as applicable) funds needed.

b. Total Capital Outlay Expenditures: The FAWs are constructed to calculate State Operations and Local Assistance expenditures, both existing and new, but not Capital Outlay expenditures. Therefore, should the Agency/state entity's project require Capital Outlay expenditures, Agencies/state entities are required to populate these fields in the BCP worksheets manually.

c. Other Items (Unclassified, Reappropriation, and Reversion): These amounts are not tracked in the FAWs and, if appropriate to be included in the BCP fiscal sheet, must be added by the requesting Agency/state entity.

d. Revenue (General Fund, Other/Special Funds): These amounts are not tracked in the FAWs and, if appropriate to be included in the BCP fiscal sheet, must be added by the requesting Agency/state entity.

e. Loans/Revenue Transfers (General Fund, Other/Special Funds): These amounts are not tracked in the FAWs and, if appropriate to be included in the BCP fiscal sheet, must be added by the requesting Agency/state entity.

8.0 Detail Instructions – Executive Cost Summary, Summary, Current Ops, Alt 1- Project, Alt 1- Future Ops, and Alt 1- Funding Plan Tabs

Detailed instructions for the Executive Cost Summary, Summary, Current Ops, Alt 1- (Alt 2-, Alt 3-) Project, Alt 1 (Alt 2-, Alt 3-) Future Ops, Alt 1- Funding Plan tabs, are as follows:

Executive Cost Summary Tab

Location, Column/Row	Label Name	Information
Row 2	Project Name:	Enter the project name. Once entered, this information will automatically populate on all other worksheets.
Row 3	Department Name:	Enter your department name. Once entered, this information will automatically populate on all other worksheets.
Row 4, Column C	Project Number:	Enter the project number. Once entered, this information will automatically populate on all other worksheets.
Row 4, Column D/E	Date:	Enter the date. Typically, the date will represent when final project approval is received. Once entered, this information will automatically populate on all other worksheets.
Column E (Rows 6 – 11)	Project Costs; Planning Costs (One-Time); Project Costs (One-Time); Future Operations IT Staff & OE&E Costs (Continuing); and, Annual Future Operations IT Costs (M&O)	This provides the total planning, project, and future IT operations costs for the project. Additionally, this information is used in your Stage 4 Approval letter from CDT and will be used to determine your total project budget.
Column E (Rows 7 – 61)	Various	Total project costs (planning, project, and future) are automatically populated based on the entries to your Alt 1- Project and Alt 1- Future Ops worksheets.

The Staff OE&E Rollup and Misc. OE&E Rollup totals contain multiple categories of OE&E. Specifically,

Staff OE&E Rollup contains: General Expense; Printing; Communications; Postage; Insurance; Travel – In-State; Travel – Out-of-State; Training; Facilities Operations; and Utilities. Refer to the Alt 1- Project or Alt 1- Future Ops sheets for itemized details.

Miscellaneous OE&E Rollup contains: Departmental Services; Central Administrative Services; Office Equipment; Other; Unclassified/Special Adjustment; Local Assistance. |
Column B – E (Rows 17 – 27	Consulting and Professional Services: Interdepartmental	These rows display the total cost along with the specific detail to support the total cost of consulting and professional services (interdepartmental).
Column B – E (Rows 28 – 38	Consulting and Professional Services: External	These rows display the total cost along with the specific detail to support the total cost of consulting and professional services (external).
Column B – E (Rows 39 – 46)	Consolidated Data Centers	These rows display the total cost along with the specific detail to support the total cost of consolidated data center services.

Location, Column/Row	Label Name	Information
Column B – E (Rows 47 – 61)	Information Technology	These rows display the total cost along with the specific detail to support the total cost of information technology (e.g., IT hardware, servers, software).

EXECUTIVE COST SUMMARY

	A	B	C	D	E
1			EXECUTIVE COST SUMMARY		
2		Project Name:	Test Department		
3		Department Name:	Department of Testing		
4		Project Number:	9999-123	Date:	8/16/2017
6		PROJECT COSTS			
7		Planning Costs (One-Time):		$	263,985
8		Project Costs (One-Time)		$	5,216,035
9		Future Operations IT Staff & OE&E Costs (Continuing)		$	3,344,100
10			TOTAL PROJECT COSTS:	$	8,824,120
11		Annual Fut. Ops. IT Costs (M&O):		$	1,288,800
13					PROJECT
14		Project Costs (One-Time)			
15		Staff (Salaries & Benefits)		$	2,299,553
16		Staff OE&E Rollup			
17		Consulting & Prof. Services: Interdepartmental		$	1,330,717
18			Dept of Technology - Office of Statewide Project Delivery (OSPD) Project Approvals and	$	239,680
19			Dept of Technology - OSPD California Project Management Office	$	497,400
20			Department of General Services Procurements	$	593,637
21				$	-
27				$	-
28		Consulting & Prof. Services: External		$	1,767,750
29			System Integrator (SI) Vendor	$	1,452,500
30			Independent Verification and Validation (IV&V) Vendor	$	315,250
31				$	-
39		Consolidated Data Centers			
40				$	-
46				$	-
47		Information Technology		$	40,000
48			Hw	$	40,000
61				$	-
62		Misc. OE&E Rollup (Departmental Services; Central Administrative Services; Office Equipment; Other; Unclassified/Special Adjustment; Local Assistance)		$	42,000
63			Total Project Costs (One-Time):	$	5,480,020
64					
65		Future Ops. IT Staff & OE&E Costs (Continuing)			
66		Staff (Salaries & Benefits)		$	1,257,600
67		Staff OE&E Rollup			
68		Consulting & Prof. Services: Interdepartmental			
69				$	-
78				$	-
79		Consulting & Prof. Services: External			
80				$	-
89				$	-
90		Consolidated Data Centers		$	240,000
91			Data Center Services	$	240,000
92				$	-
97				$	-
98		Information Technology		$	1,744,500
99			HW	$	24,000
100			SW	$	1,720,500
101				$	-
112				$	-
113		Misc. OE&E Rollup (Departmental Services; Central Administrative Services; Office Equipment; Other; Unclassified/Special Adjustment; Local Assistance)		$	102,000
114			Total Future Ops. IT Staff & OE&E (Continuing):	$	3,344,100

Summary Tab

Location, Column/Row	Label Name	Information
Row 1	Department name, Stage X/Version X, Date	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	Project Number and Project Name	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	SIMM 19F.2, Pages X of X, Automatic Date	Automatic – No entry required.

Location, Column/Row	Label Name	Information
Row 4	FY 1, FY 2, FY 3, FY 4, FY5, FY (Various).	Fiscal Year (FY) (July 1 – June 30). Automatic – No entry required (once applicable Alt 1- Project, Alt 2- Project, or Alt 3- Project information entered). Note: Hidden columns H/I, J/K, LM (for Planning Costs) and AB/AC, AD/AE, AF/AG (For Project Costs may displayed if more than two planning FYs or seven project FYs information is documented. **Unhide columns as needed.**
Row 5	Positions, Dollars	Positions and dollars needed for each applicable FY or in total for Average Current Operations Costs, Average Future Operations Costs, and Change in Operations Costs.
Rows 6, 23, 40	Total Project Costs	Label.
Rows 7, 24, 41	▪ Total Personal Services Expenditures	Includes New and Redirected Personal Services. Automatic – No entry required.
Rows 8, 25, 42	▪ Total OE&E Expenditures	Includes New and Redirected OE&E Expenditures. Automatic – No entry required.
Rows 9, 26, 43	▪ Total Local Assistance	Funding for local assistance (e.g., grants, local training, call center).
Rows 10, 27, 44	Total Costs	Total costs (Personal Services, OE&E, and Local Assistance) for specific FY.
Rows 11, 28, 45	Annual Savings/Revenue Adjustments	Label for the summarized savings and/or revenue adjustments.

Location, Column/Row	Label Name	Information
Rows 12, 29, 46	▪ Cost Savings	Total Project Positions and Dollars – Current Operations Positions and Dollars.
Rows 13, 30, 47	▪ Cost Avoidances/Increased Program Revenues	Total Cost Avoidances and Total Increased Project Revenues based on the project.
Rows 14, 31, 48	▪ Net Cost (+) or Benefit (-)	Sum of Cost Savings, Cost Avoidances, and Increased Program Revenues for the entire project.
Rows 15, 32, 49	▪ Cum. Net Cost (+) or Benefit (-)	Cumulative totals for the Net Cost or Benefit.
Rows 17, 34, 51	Annual Future Operations Costs (M&O)	Total final future FY IT Costs, which includes IT personal services (redirected/existing/new), overtime, holiday, other, benefits, and OE&E costs for the final future FY once a system is designated as M&O.
Rows 18, 35, 52	Simple Return on Investment - (Future Costs Compared to Current Costs)	Future Operations divided by the Current Operations. The percentage calculates the overall estimated return once the project is implemented.

Location, Column/Row	Label Name	Information
Columns B, C	**Average Current Operations Costs (Before Project) (A)**	Current positions and dollars before the project (or if the project is not undertaken).
Columns D – M	**Planning Costs**	Planning Costs occur during the development of Stages 2, 3, and 4. Note: Hidden columns H/I (Year 3), J/K (Year 4), L/M (Year 5) applicable only if more than two (2) FYs of planning information is documented. Unhide columns as needed.
Columns N – AG	**Project Costs (During Project)**	Costs after contract award during project implementation. Note: Hidden columns AB/AC (Year 8), AD/AE (Year 9), AF/AG (Year 10) applicable only if more than seven (7) FYs of project information is documented. **Unhide columns as needed**.
Columns AH, AI	**Total One-Time (Project) Costs**	Total project costs including new and redirected Personal Services, OE&E, and Local Assistance.

Location, Column/Row	Label Name	Information
Columns AJ, AK	Average Future Operations Costs (After Project) (B)	Total cost of estimated future operations, averaged.
Columns AL, AM	Change in Operations Costs (B-A)	Average Future Operations Costs - Current Operations provides the estimated change in costs for operations.

Location, Column/Row	Label Name	Information
Columns AJ – AM (Rows 12 – 16; 29 – 33; 46 – 50)	TOTAL PROJECT COSTS (Planning + One-Time + Total Future Annual Costs)	Automatically calculates the total one-time planning and project costs and the final future IT and OE&E costs. Note: This total excludes any future "program" personal services (existing/redirected/new) costs. The total future operations IT staff and OE&E includes: IT salaries (only) multiplied by the first future FY's "Dept. Benefits Rate," plus any Overtime, Holiday, Other and OE&E totals for all future FYs.
Columns AJ – AM (Rows 17, 34 ,51)	Annual Future Operations Costs (M&O)	Automatically calculates the total annual future IT costs of the FY identified as the final M&O FY in the Alt 1- Future Ops worksheet. The total costs include the IT personal services (existing/redirected/new), overtime, holiday, other, benefits costs (benefit rate of applicable FY x IT personal services), and OE&E.

Current Operations Tab

KEY:

White Fields = Enter Information (as applicable).
Peach Fields = Automatically populated; No entry required.

Current Operations

Location, Column/Row	Label Name	Information
Row 1	Department name, Stage X/Version X, Date	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 2	**Project Number and Project Name**	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	**SIMM 19F.2, Pages X of X, Automatic Date**	Automatic – No entry required.
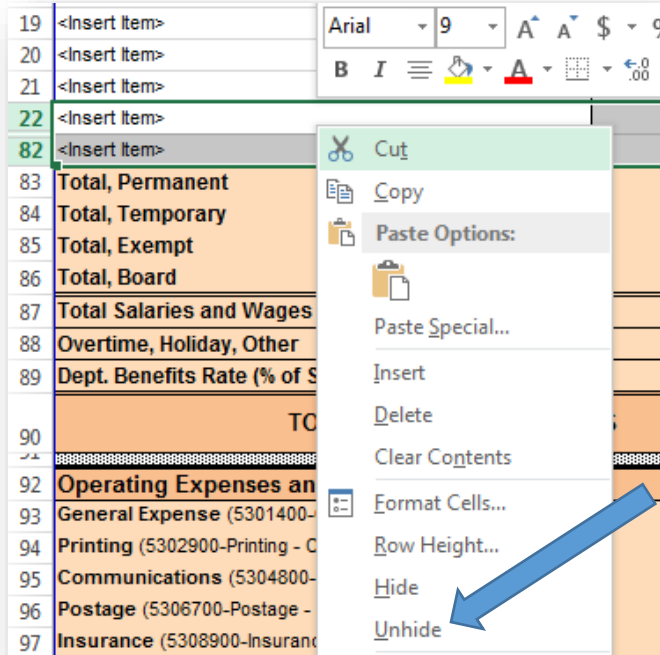
	A	B	C	D	F	G	H	I	J	K	L	M	N
1	Department of Testing	Stage 2/Version 1				Date: 8/16/2017							
2	9999-123	Test Department											
3 4	**Current Operations**			**Ten-ure/ Time Base**	**Current Annual Operations Costs** *Before Project – If Project Not Undertaken*
5	**(NAME)**	**Program / IT**	**Monthly Salary**		**FY**	**2014/15**	**FY**	**2015/16**	**FY**	**2016/17**	**FY**	**2017/18**	**FY**
6	Personal Services (Existing Staff)				Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
7	Data Processing Manager II	IT	$8,082	P	9.5	$921,348	9.5	$921,348	9.5	$921,348	9.5	$921,348	9.5
8	Associate Governmental Program Analyst	Pgm	$6,281	P	287.5	$21,669,450	287.5	$21,669,450	287.5	$21,669,450	287.5	$21,669,450	287.5
9						$0		$0		$0		$0	
85	**Total, Permanent**				297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0
86	**Total, Temporary**				0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0
87	**Total, Exempt**				0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0
88	**Total, Board**				0.0	$0	0.0	$0	0.0	$0	0.0	$0	0.0
89	**Total Salaries and Wages**				297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0
90	**Overtime, Holiday, Other**												
91	**Dept. Benefits Rate (% of Salaries/Wages)**					$0		$0		$0		$0	
92	**TOTAL PERSONAL SERVICES**				297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0	$22,590,798	297.0
94	Operating Expenses and Equipment (OE&E)				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity
95	**General Expense** (5301400-Goods – Other)												
96	**Printing** (5302900-Printing – Other)												

Location, Column/Row	**Label Name**	**Information**
Row 5	**FY (Various).**	Use to the dropdown to enter the FY in 0000/00 format. FY = July 1 – June 30.

Enter information for up to 10 FYs.

Generally, enter existing FY information (Personal Services, OE&E, and Local Assistance costs) for typically five FYs or until the Current Operations Costs repeat and are not anticipated to increase or decrease.

IMPORTANT: Change the Cell AC1/2 to the number of FYs entered. This field is used to generate the Average Current Operations Costs. |
| Row 6 | **Personal Services (Existing Staff)** | Label for existing Personal Services information.

Rows 5 – 82 available for entries. Use the Unhide function to view all available rows, as follows: |

Current Operations		
Location, Column/Row	**Label Name**	**Information**
In this example, rows between 22 and 82 are hidden. To Unhide rows, select the row number before and after the hidden rows, right-click and select "Unhide." To Hide rows, select the row numbers to be hidden, right-click and select "Hide." If more Personal Services (Existing Staff) rows are needed than the 86 rows provided, contact your CDT OSPD Project Approval Manager for assistance.		
Column A, Rows 7 – 84 available	**(Add Classification)**	Enter each classification assigned to the existing, current operations for the impacted business program and IT systems. Note: If a classification has multiple categories (Program/IT, Monthly Salary, and/or Tenure/Time Base), repeat the classification as needed. For example, if a Data Processing Manager II is categorized as IT and another Data Processing Manager II is categorized as Program, enter Data Processing Manager II two times to accommodate both categories.
Column B, Rows 7 – 84 available	**Program/IT**	Select Program or IT for each classification entered. This field is used to identify the program staff that are currently working in the business area supported by the system versus the IT staff currently assigned to support the existing information systems and infrastructure (if one exists). IMPORTANT: Select either IT or Pgm as the worksheet calculates the totals based on this information.
Column C, Rows 5 – 82 available	**Monthly Salary**	Enter the total monthly salary of each classification. The salary for existing staff is the current salary. Do not include any benefits costs.
Column D, Rows 7 – 84 available	**Tenure/Time Base**	For each classification, select Permanent (P), Temporary (T), Exempt (E), or Board. IMPORTANT: Select either P, T, E, or Board as the worksheet calculates the totals based on this information.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
		Note: If a classification has multiple Tenure/Time Bases, repeat the classification as needed. For example, if a Programmer is categorized as Permanent (P) and another Programmer is categorized as Temporary (T), enter Programmer two times to accommodate both categories.
Column E, Rows 7 – 84 available	**(Optional) Benefit Rate (%)**	HIDDEN ROW (unhide if needed). Only use this cell to enter the benefit rate for EACH classification entered. If the benefit rate is completed, DO NOT use the Dept. Benefits Rate (% of Salaries/Wages).
Columns F, H, J, L, N, P, R, T, V, X (Rows 7 – 84)	**Positions**	Enter the number of existing staff for each classification. Identify partial positions to one/tenth (0.1) of a position.
Columns G, I, K, M, O, Q, S, U, W, Y (Rows 7 – 84)	**Dollars**	The staff cost is calculated automatically based on the monthly salary and number of positions. This figure reflects the annual salary-only cost for the position(s).
Row 85	**Total, Permanent**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Permanent.
Row 86	**Total, Temporary**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Temporary.
Row 87	**Total, Exempt**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Exempt.
Row 88	**Total, Board**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Board.
Row 89	**Total Salaries and Wages**	Automatically calculates, by FY, all positions and dollars for classifications.
Row 90, Columns G, I, K, M, O, Q, S, U, W, Y	**Overtime, Holiday, Other**	Enter overtime, holiday, and other costs related to Personal Services (Existing Staff), by FY.
Row 91, Columns F, H, J, L, N, P, R, T, V, X	**Dept. Benefits Rate (% of Salaries/ Wages)**	Enter the state entity's percentage of salaries for benefits costs. The total cost automatically calculates (Percentage x Total Salaries and Wages), by FY. Do NOT enter benefit rate if the (Optional) Benefit Rate (%) was entered for each classification.

Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered. |
| **Row 92, Columns F – Y** | **Total Personal Services** | The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY. |
| **Row 94 - 196**

(Use the following columns to document OE&E, by FY: F, G; H, I; J, K; L, M; N, O; P, Q; R, S; T, U; V, W; X, Y. | **Operating Expenses and Equipment (OE&E)** | Label for existing OE&E, includes Quantity and Cost columns for each FY.

The Quantity column may be used to enter information helpful to identify the corresponding cost (e.g., 100/per box). The Quantity cells are not used for any automatic built-in calculations.

Note: Refer to the state entity's Budget/Accounting Office to assist with the OE&E category identification and to comply with the DOF and FI$Cal definitions regarding the correct item/sub item OE&E expenses.

The categories below align with the Budget Change Proposal categories. |

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 95	**General Expense (5301400-Goods – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 311204 Employee Relocation ▪ 311205 Dues and Memberships ▪ 311206 Miscellaneous Office Supplies ▪ 311207 Freight and Drayage ▪ 311213 Purchased Clerical and Nonprofessional Services ▪ 311215 Advertising ▪ 311217 Meetings, Conferences, Exhibits and Shows ▪ 311223 Library Purchases (excluding UC, CSUC, and Other Educational Institutions) and Subscriptions ▪ 311225 Photography ▪ 311226 Minor Equipment ▪ 311227 Office Equipment Rental, Maintenance, and Repairs ▪ 311238 Not Otherwise Classified-Goods ▪ 311239 Not Otherwise Classified-Services/Rentals
Row 96	**Printing (5302900-Printing – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 312242 Pamphlets, Leaflets, Brochures, and other similar items ▪ 312243 Photocopy Paper ▪ 312244 Office Copier Expense (Rental, Maintenance and misc. serv.) ▪ 312245 Printed Forms and Stationery ▪ 312246 Office Copier Supplies ▪ 312247 Microform ▪ 312248 Not Otherwise Classified
Row 97	**Communications (5304800-Communications – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 313252 Cell Phones, PDAs, Pagers ▪ 313253 Central Communication (CALNET, Centrex, ATSS) ▪ 313254 Fax ▪ 313255 Delivery Services (Messenger Services, Courier) ▪ 313256 Radio and Microwave Services ▪ 313257 Telephone ▪ 313258 Not Otherwise Classified ▪ 313259 Maintenance
Row 98	**Postage (5306700-Postage – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 314262 Stamps, Stamped Envelopes, Post Cards, Postage Due Charges, Registered and Certified Mail Charges, Post Office Box Rentals, and Parcel Post ▪ 314263 Postage Meter (Rent, Repairs, Refills, etc.) ▪ 314268 Not Otherwise Classified
Row 99	**Insurance (5308900-Insurance – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 315273 Tort Liability ▪ 315274 Vehicle ▪ 315275 Aviation ▪ 315276 Marine ▪ 315277 Medical Malpractice

Current Operations		
Location, Column/Row	**Label Name**	**Information**
		▪ 315282 False Arrest ▪ 315283 Individual and Blanket Surety Bonds ▪ 315288 Not Otherwise Classified
Row 100	**Travel – In State (5320490-Travel – In State – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 317292 Per Diem ▪ 317293 State Vehicle--General Services ▪ 317294 Commercial Air Transportation ▪ 317295 Other Transportation ▪ 317296 Private Car ▪ 317297 Rental Car ▪ 317301 Taxi and Shuttle Service ▪ 317302 Rail and Bus ▪ 317303 Overtime Meals ▪ 317305 Travel Agency Management/Transaction Fees ▪ 317308 Not Otherwise Classified
Row 101	**Travel – Out of State (5320890-Travel – Out of State – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 318312 Per Diem ▪ 318314 Commercial Air Transportation ▪ 318315 Other Transportation ▪ 318316 Private Car ▪ 318317 Rental Car ▪ 318322 Rail, Bus, and Taxi ▪ 318325 Travel Agency Management/Transaction Fees ▪ 318328 Not Otherwise Classified
Row 102	**Training (5322400-Training – Tuition and Registration)**	Enter the quantity and cost, by FY. Examples: ▪ 321332 Tuition and Registration Fees ▪ 321333 Training Films and Slides ▪ 321334 Training Facility Rental ▪ 321335 Interdepartmental and Commercial Contracts ▪ 321337 Not Otherwise Classified (Goods) ▪ 321338 Not Otherwise Classified (Services) ▪ (Note: Do not include salaries and wages or travel related to training.)
Row 103	**Facilities Operations (e.g., 5324350-Rents & Leases; 5324550-Spec. Repairs & Deferred Maint.)**	Enter the quantity and cost, by FY. Examples: ▪ 323342 Rent--Buildings and Grounds (State-Owned) ▪ 323343 Rent--Buildings and Grounds (Non-State-Owned) ▪ 323344 Janitorial Services ▪ 323345 Security ▪ 323346 Recurring Maintenance Services (Goods use 323357) ▪ 323347 Facility Planning--General Services (Space Management, Lease Management, etc.) ▪ 323348 Waste Removal ▪ 323352 Special Repairs and Deferred Maintenance ▪ 323353 Alterations ▪ 323357 Not Otherwise Classified (Goods) ▪ 323358 Not Otherwise Classified (Services)

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 104	**Utilities (5326900-Utilities – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 324362 Electricity ▪ 324363 Natural Gas ▪ 324364 Liquid Petroleum Gas ▪ 324365 Propane for Heating ▪ 324366 Heating Oil ▪ 324367 Water ▪ 324372 Sewer ▪ 324378 Not Otherwise Classified
Rows 105 - 115	**Consulting and Professional Services: Interdepartmental (5340330-Consulting and Professional Services - Interdepartmental)**	Enter the quantity and cost, by FY, for each interdepartmental consulting and professional services agreement. Unhide rows as needed. Examples: ▪ 325383 Accounting ▪ 325384 Administrative ▪ 325385 Architectural ▪ 325386 Auditing ▪ 325387 Collection Services ▪ 325388 Compliance Inspection and Investigations ▪ 325392 Engineering ▪ 325393 Health and Medical ▪ 325394 Legal (Witness Fees, Filing Fees, Contract Review, etc.; Excluding Attorney General) ▪ 325395 DPA Collective Bargaining Charges ▪ 325396 Attorney General ▪ 325397 Office of Administrative Hearings ▪ 325398 Other
Row 116	**Subtotal - Consulting and Professional Services: Interdepartmental**	The subtotal cost calculates automatically, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 117 – 127	**Consulting and Professional Services: External (5340580-Consulting and Professional Services - External)**	Enter the quantity and cost, by FY, for each external consulting and professional services agreement. Examples: ▪ 326403 Accounting ▪ 326404 Administrative ▪ 326405 Architectural ▪ 326406 Auditing ▪ 326407 Collection Services ▪ 326408 Compliance Inspectors and Investigations ▪ 326409 Information Technology ▪ 326412 Engineering ▪ 326413 Health and Medical ▪ 326414 Legal (Witness Fees, Filing Fees, Notaries Public Fees, etc.)(excludes Attorney Fees) ▪ 326415 Attorney Fees (Services provided to agency) ▪ 326418 Other Services ▪ 326419 Non-Taxable Reimbursed Expenses (Non-employees only) (Accounted for by Receipts & Travel Claims) ▪ 326420 Taxable Reimbursed Expenses (Non-employees only)(Meals, mileage, etc. in excess of approved rates)
Row 128	**Subtotal - Consulting and Professional Services: External**	The subtotal cost calculates automatically, by FY.
Row 129 – 132	**Departmental Services (5342500-Indirect Distributed Cost)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for each departmental services. Unhide rows as needed. Examples: ▪ 327422 Office Services ▪ 327423 Technical Services ▪ 327424 EDP Services ▪ 327425 Equipment Pool ▪ 327426 Other ▪ 327427 Indirect Distributed Cost
Row 133	**Subtotal – Departmental Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.
Rows 134 – 141	**Consolidated Data Centers (5344000-Consolidated Data Centers)**	Enter the quantity and cost, by FY, for each consolidated data center services. Unhide rows as needed.
Row 142	**Subtotal - Consolidated Data Centers**	The subtotal cost calculates automatically, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Rows 143 – 157	**Information Technology (5346900-Information Technology - Other)**	Enter the quantity and cost, by FY, for information technology. Unhide rows as needed. Examples: ▪ 329434 Interagency Agreement ▪ 329435 Not Otherwise Classified – Services (Maintenance, Security Services, Archival Services, etc.) ▪ 329436 Supplies (Paper, Toner, etc.) ▪ 329445 Software (Purchase, License) ▪ 329446 Hardware (Purchase, Lease) ▪ 329447 Data Lines (T1, DS3, etc.) ▪ 329448 Internet Service Provider ▪ 329449 Electronic Waste Recycling and Disposal Fees
Row 158	**Subtotal - Information Technology**	The subtotal cost calculates automatically, by FY.
Rows 159 – 163	**Central Administrative Services (e.g., 5348250-Pro Rata; 5348500-Statewide Cost Allocation Plan -SWCAP)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for central administrative services. Unhide rows as needed. Examples: 330438 Pro Rata 330439 SWCAP
Row 164	**Subtotal - Central Administrative Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**

Row 165 – 183	**Office Equipment (5368115-Office Equipment)**	Enter the quantity and cost, by FY, for office equipment.
		
		Unhide rows as needed.
		Examples:
		▪ 332452 Replacement
		    ○ 332453 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		    ○ 332454 Passenger Motor Vehicles
		    ○ 332455 Other Motor Vehicles
		    ○ 332456 Household Equipment and Furnishings
		    ○ 332457 Machinery, Implements, and Major Tools
		    ○ 332462 Scientific Instruments and Apparatus
		    ○ 332463 Maps, Films, and Paintings
		    ○ 332464 Educational Equipment
		    ○ 332465 Livestock
		    ○ 332466 Electronic Data Processing
		    ○ 332468 Other
		▪ 332472 Additional
		    ○ 332473 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		    ○ 332474 Passenger Motor Vehicles
		    ○ 332475 Other Motor Vehicles
		    ○ 332476 Household Equipment and Furnishings
		    ○ 332477 Machinery, Implements, and Major Tools
		    ○ 332482 Scientific Instruments and Apparatus
		    ○ 332483 Maps, Films, and Paintings
		    ○ 332484 Educational Equipment
		    ○ 332485 Livestock
		    ○ 332486 Electronic Data Processing
		    ○ 332488 Other

Row 184	**Subtotal - Office Equipment**	The subtotal cost calculates automatically, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Rows 185 – 190	**Other (5390900- Other Items of Expense - Miscellaneous)**	Enter the quantity and cost, by FY, for other items of expense. Unhide rows as needed. Examples: ▪ 333501 Other Items of Expense ▪ 333502 Subsistence and Personal Care ▪ 333503 Clothing and Personal Supplies ▪ 333505 Recreation and Religion Supplies (Services use 326418) ▪ 333506 Foodstuffs ▪ 333507 Foster Care (IRC Sec 131 Exempt) ▪ 333512 Quartering and Housekeeping ▪ 333513 Laundry Services (Supplies use 333568) ▪ 333514 Miscellaneous Client Services ▪ 333515 Agricultural Supplies ▪ 333516 Chemicals, Drugs, Medicines and Medical and Lab Supplies ▪ 333517 Educational Supplies ▪ 333520 Uniform Allowances ▪ 333522 Law Enforcement Materials ▪ Structural Materials ▪ 333524 Vehicle Operations (Excluding Insurance and Depreciation; For Use by Departments Maintaining Their Own Vehicles) ▪ 333525 Gasoline ▪ 333526 Propane ▪ 333527 Oil and Lubrication ▪ 333532 Tires and Tubes ▪ 333533 Maintenance and Repair Services (Supplies use 333536) ▪ 333534 Washing ▪ 333535 Towing ▪ 333536 Other Vehicle Operations ▪ 333540 Exceptional Energy/Resources Purchases ▪ 333545 Late Payment Penalties - GC 927 et seq. ▪ 333568 Not Otherwise Classified (Goods) ▪ 333569 Not Otherwise Classified (Services) ▪ 333570 Not Otherwise Classified (Misc.)
Row 191	**Subtotal - Other**	The subtotal cost calculates automatically, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Rows 192 – 195	**Unclassified/Special Adjustment (e.g., 5395000-Unallocated Operating Expense and Equipment; 5415000 Claims Against the State; 5420000-Debt Service - Interest; 5432000-Grants and Subventions - Governmental; 5490000-Other Special Items of Expense; 5700000-Internal Cost Recovery)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for unclassified or special adjustments. Unhide rows as needed. Examples: ▪ 441601 Debt Service ▪ 441602 Interest ▪ 441603 Principal ▪ 441608 Other ▪ 442612 Depreciation and Amortization ▪ 443609 Attorney Fees (Services NOT provided to agency; fees segregated from clients' award) ▪ 443610 Payments to Attorneys - IRC 6045 (f) (includes client proceeds) ▪ 443611 Tort Payments - Other punitive and damages that do NOT involve physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 443613 Tort Payments - Compensatory awards involving physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 444614 Taxes and Assessments ▪ 445615 Special Demonstration Projects ▪ 446616 Board of Control Claims X X X X ▪ 447618 Evidence X X X X ▪ 447619 Distributed Interest (not late penalties or debt service) ▪ 448621 Scholarships, Grants, and Fellowships (services performed) ▪ 448622 Scholarships, Grants, and Fellowships (services not performed) ▪ 449623 Retirement Disbursements ▪ 450624 Disability Benefits ▪ 451625 Death Benefits ▪ 452626 Loans (Exclude Local Govt.), Transfers and Other Non-expenditure Disbursements ▪ 452627 Interagency pass -- through Disbursement ▪ 453628 Sales Discounts ▪ 453629 Purchase for Sale ▪ 453630 Prize Payments ▪ 454632 Other ▪ 500000 Unclassified ▪ 555651 Scheduled (Info. Only) ▪ 556661 Cost of Living Adjustments ▪ 557671 Unallocated ▪ 558681 Budget Revision Pending ▪ 559691 Special Adjustments ▪ 560696 Unscheduled (Info. Only)
Row 196	**Subtotal – Unclassified/Special Adjustment**	The subtotal cost calculates automatically, by FY.
Row 197	**Total Operating Expenses and Equipment Expenditures**	The Dollars for all OE&E categories automatically calculate, by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 199	**Local Assistance**	HIDDEN ROW (unhide if needed). Label for existing Local Assistance, includes Quantity and Cost columns for each FY. Local Assistance is state funds provided to counties, cities and special districts. Examples: ▪ Grants and Subventions ▪ 661702 Governmental ▪ 661703 Non-Governmental (Including Non-Profit Entities) ▪ 661704 Rents and Leases ▪ 661705 Medical and Health Care Payments ▪ 661706 Other Misc. Payments & Services ▪ 661707 Goods ▪ 662711 State Mandates ▪ 664731 Loans ▪ 665741 Local Administration ▪ 666751 Other ▪ 667771 Unallocated ▪ 668781 Budget Revision Pending ▪ 669791 Special Adjustments
Row 200	**Grants**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for grants. Typically grants describe amounts of money received by an organization for a specific purpose but with no obligation to repay (in contrast to a loan, although the award may stipulate repayment of funds under certain circumstances). For example, the state receives some federal grants for the implementation of health and community development programs, and the state also awards various grants to local governments, private organizations, and individuals according to criteria applicable to the program.
Row 201	**Subventions**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for subventions. Typically subventions describe amounts of money expended as local assistance based on a formula, in contrast to grants that are provided selectively and often on a competitive basis. For the purposes of Article XIII B, state subventions include only money received by local agency from the state, the use of which is unrestricted by the statutes providing the subvention.
Row 202	**Administrative**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for administrative services associated with local assistance.
Row 203	**Total Local Assistance**	HIDDEN ROW (unhide if needed). The Dollars for all Local Assistance categories (grants, subventions, administrative) automatically calculate, by FY.
Row 205	**Total Personal Services Expenditures**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) from the Total Personal Services (Row 90) calculates automatically, by FY.
Row 206	**Total OE&E Expenditures**	The Dollars for OE&E from the Total Operating Expenses and Equipment Expenditure (Row 266), by FY.
Row 207	**Total Local Assistance**	HIDDEN ROW (unhide if needed). The Dollars for all Local Assistance from the Total Local Assistance (Row 272), by FY.

Current Operations		
Location, Column/Row	**Label Name**	**Information**
Row 208	**TOTAL EXPENDITURES - CURRENT OPERATIONS COSTS**	The Positions and Dollars from Total Personal Services Expenditures, Total OE&E Expenditures, and Total Local Assistance calculates automatically, by FY.
Column Z/AA	**Total Current Operations Costs**	Column Positions (Y) and Dollars (Z) calculate automatically based on corresponding row totals.
Column AB/AC	**Average Current Operations Costs**	Column Positions (AA) and Dollars (AB) divides the corresponding total in Column Positions (Y) or Dollars (Z) by the number of FYs entered in Cell AB1 to calculate the Average Current Operations Costs.
Row 211	**Comments**	Enter comments as needed to provide explanation or additional information related to the worksheet.
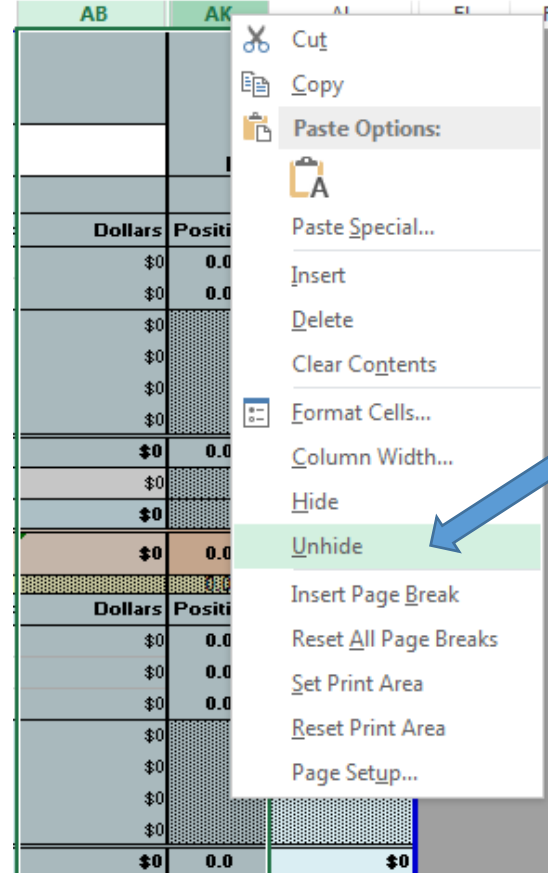
Alt 1- Project (Alt 2- Project, and Alt 3- Project) Tab

KEY:

White Fields = Enter Information (as applicable)
Blue and Peach Fields = Automatically populated; No entry

Location, Column/Row	**Label Name**	**Information**
Row 1	**Department name, Stage X/Version X, Date**	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	**Project Number and Project Name**	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	**SIMM 19F.2, Pages X of X, Automatic Date**	Automatic – No entry required.
Alt 1- Project (Alt 2- Project, Alt 3- Project)		

	A	B	C	D	F	G	P	Q	R	S	T
1	Department of Testing		Stage X/Version X		Date:	8/16/2017					
2	9999-123		Test Department								
3-4	**Project Costs Alternative 1**				**Planning Costs (Stage 2, 3, 4)**						P (D
5	**\<Name\>**	Program/ IT	Monthly Salary	Tenure/ Time Base	FY (Year 1)	2014/15	**Total Planning Positions and Costs**		FY	2015/16	F
6	**Personal Services**										
7	**Existing Staff To Be Redirected**				Positions	Dollars	Position	Dollars	Positions	Dollars	Posi
8	Data Processing Manager II	IT	$8,186	P	1.5	$147,348	1.5	$147,348		$0	
9	Systems Software Specialist III	IT	$8,270	P		$0	0.0	$0	5.0	$496,200	5
10	Staff Information Systems Analyst	IT	$5,803	P		$0	0.0	$0		$0	
11						$0	0.0	$0		$0	
119	**Total, Permanent**				1.5	$147,348			5.0	$496,200	5
120	**Total, Temporary**				0.0	$0			0.0	$0	0
121	**Total, Exempt**				0.0	$0			0.0	$0	0
122	**Total, Board**				0.0	$0			0.0	$0	0
123	**Total Salaries and Wages**				1.5	$147,348	1.5	$147,348	5.0	$496,200	5.
124	**Overtime, Holiday, Other**							$0			
125	**Dept. Benefits Rate (% of Salaries/Wages)**				25%	$36,837		$36,837	25%	$124,050	25
126	**TOTAL PERSONAL SERVICES - EXISTING STAFF TO BE REDIRECTED**				1.5	$184,185	1.5	$184,185	5.0	$620,250	5.
127											
128	**New Staff**	Program/ IT	Monthly Salary	Tenure/ TB	Positions	Dollars	Position	Dollars	Positions	Dollars	Posi
129	Systems Software Specialist III	IT	$8,270	P		$0	0.0	$0	3.0	$297,720	3
130						$0	0.0	$0		$0	
230	**Total, Permanent**				0.0	$0			3.0	$297,720	3
231	**Total, Temporary**				0.0	$0			0.0	$0	0

Location, Column/Row	Label Name	Information
Column A, Row 3 – 5	Project Costs Alternative 1 (2 or 3) \<NAME\>	\<Name\> - Enter the Alternative name.
Columns F – O	Planning Costs (Stage 2, 3, 4)	Planning Costs occur during the development of Stages 2, 3, and 4.
Columns P, Q	Planning Position & Dollar Totals	Total positions and dollars for all planning FYs. Automatically calculates; no entry required.
Columns R – AK	Project Costs (During Project)	Costs after contract award during project implementation. Note: Hidden columns AE/AF (FY 8), AG/AH (FY 9), AI/AJ (FY 10) applicable only if more than seven (7) FYs of project information is documented. Unhide columns as needed.
Columns AL/AM	Project Total	Label for total project cost information.
Row 5	FY(Year 1), FY(Year 2), FY (Year 3), FY (Year 4), FY (Year 5), and FY (Various)	Enter the FY in 0000/00 format. FY = July 1 – June 30. Enter information for up to ten (10) FYs. Use the Unhide function to unhide columns, as needed. Generally, enter estimated planning and project FY information (Personal Services, OE&E, and Local Assistance costs) until costs repeat for one FY (M&O).

Location, Column/Row	Label Name	Information
		In this example, Columns between AB and AK are hidden, indicated by the two lines between the columns. To Unhide columns (if more than seven FYs of project costs are needed), select the column before and after the hidden columns, right-click and select "Unhide." To Hide columns, select the columns to be hidden, right-click and select "Hide."
Rows 6	**Personal Services**	Label for Personal Services information.
Row 7 **(The following columns document Positions and Dollars for Existing, Redirected Staff Personal Services, by FY: F,G; H, I; J, K; L, M; N, O; R, S; T, U; V, W; X, Y, Z, AA; AB, AC; AD, AE; AF, AG; AH, AI; AJ, AK)**	**Existing Staff To Be Redirected**	Rows 8 – 118 available for existing, redirected staff entries. Use the Unhide function to view all available rows.

Location, Column/Row	Label Name	Information
Column A, Rows 8 – 118 available	Classification	Enter each existing classification redirected to project operations for the impacted business program and IT systems. Note: If a classification has multiple categories (Program/IT, Monthly Salary, and/or Tenure/Time Base), repeat the classification as needed. For example, if a Data Processing Manager II is categorized as IT and another Data Processing Manager II is categorized as Program, enter Data Processing Manager II two times to accommodate both categories.
Column B, Rows 8 – 118 available	Program/IT	Select Program or IT for each classification entered. This field is used to identify existing program or IT staff redirected to support the project business area or the IT staff systems and infrastructure. IMPORTANT: Select either IT or Pgm as the worksheet calculates the totals based on this information.
Column C, Rows 8 – 118 available	Monthly Salary	Enter the total monthly salary of each classification. The salary for redirected staff is the current salary. Do not include any benefits costs.
Column D, Rows 8 – 118 available	Tenure/Time Base	For each classification, select Permanent (P), Temporary (T), Exempt (E), or Board. Note: If a classification has multiple tenure/time bases, repeat the classification as needed. For example, if a Programmer is categorized as Permanent (P) and another Programmer is categorized as Temporary (T), enter Programmer two times to accommodate both categories. IMPORTANT: Select either P, T, E, or Board as the worksheet calculates the totals based on this information.
Column E, Rows 6 – 116 available	(Optional) Benefit Rate (%)	HIDDEN ROW (unhide if needed). Use this cell to enter the benefit rate for EACH classification entered. If the benefit rate is completed, DO NOT use the Dept. Benefits Rate (% of Salaries/Wages).
Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ (Rows 8 – 118)	Positions	Enter the number of existing, redirected staff for each classification. Identify partial positions to one/tenth (0.1) of a position. Unhide rows as needed.
Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK (Rows 8 – 118)	Dollars	The staff cost is calculated automatically based on the monthly salary and number of positions. This figure reflects the annual salary-only cost for the position(s).
Row 119	Total, Permanent	Automatically calculates, by FY, the total positions and dollars for classifications identified as Permanent.
Row 119	Total, Temporary	Automatically calculates, by FY, the total positions and dollars for classifications identified as Temporary.
Row 120	Total, Exempt	Automatically calculates, by FY, the total positions and dollars for classifications identified as Exempt.

Location, Column/Row	Label Name	Information
Row 122	**Total, Board**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Board.
Row 123	**Total Salaries and Wages**	Automatically calculates, by FY, all positions and dollars for classifications.
Row 124 (Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK)	**Overtime, Holiday, Other**	Enter overtime, holiday, and other costs related to Personal Services (Existing Staff to be Redirected), by FY.
Row 125 (Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ)	**Dept. Benefits Rate (% of Salaries/ Wages)**	Enter the state entity's percentage of salaries for benefits costs. The total cost is automatically calculated (Percentage x Total Salaries and Wages), by FY. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.
Row 126 (The following columns document Positions and Dollars for Existing, Redirected Staff Personal Services, by FY: F/G – AJ/AK)	**Total Personal Services - Existing Staff To Be Redirected**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY.
Row 128 (The following columns document Positions and Dollars for New Staff Personal Services, by FY: F/G – AJ/AK)	**New Staff**	Rows 129 - 229 available for new staff entries. Use the Unhide function to view all available rows.
Column A, Rows 129 – 229 available	**Classification**	Enter each classification for new staff to be used project operations for the impacted business program and IT systems. Note: If a classification has multiple categories (Program/IT, Monthly Salary, and/or Tenure/time base), repeat the classification as needed. For example, if a Data Processing Manager II is categorized as IT and another Data Processing Manager II is categorized as Program, enter Data Processing Manager II two times to accommodate both categories.

Location, Column/Row	Label Name	Information
Column B, Rows 129 – 229 available	**Program/IT**	Select Program or IT for each classification entered. This field is used to identify new program or IT staff needed to support the project business area or the IT staff systems and infrastructure. IMPORTANT: Select either IT or Pgm as the worksheet calculates the totals based on this information.
Column C, Rows 129 – 229 available	**Monthly Salary**	Enter the total monthly salary of each classification. The salary for new staff is the mid-salary for the classification. Do not include any benefits costs.
Column D, Rows 129 – 229 available	**Tenure/Time Base**	For each classification, select Permanent (P), Temporary (T), Exempt (E), or Board. Note: If a classification has multiple Tenure/Time Bases, repeat the classification as needed. For example, if a Programmer is categorized as Permanent (P) and another Programmer is categorized as Temporary (T), enter Programmer two times to accommodate both categories. IMPORTANT: Select either P, T, E, or Board as the worksheet calculates the totals based on this information.
Column E, Rows 129 – 229 available	**(Optional) Benefit Rate (%)**	HIDDEN ROW (unhide if needed). Use this cell to enter the benefit rate for EACH classification entered. If the benefit rate is completed, DO NOT use the Dept. Benefits Rate (% of Salaries/Wages).
Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ Rows 129 – 229	**Positions**	Enter the number of new staff for each classification. Identify partial positions to one/tenth (0.1) of a position.
Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK Rows 129 – 229	**Dollars**	The staff cost is calculated automatically based on the monthly salary and number of positions. This figure reflects the annual salary-only cost for the position(s).
Row 230	**Total, Permanent**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Permanent.
Row 231	**Total, Temporary**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Temporary.
Row 232	**Total, Exempt**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Exempt.
Row 233	**Total, Board**	Automatically calculates, by FY, the total positions and dollars for classifications identified as Board.
Row 234	**Total Salaries and Wages**	Automatically calculates, by FY, all positions and dollars for classifications.

Location, Column/Row	Label Name	Information
Row 235 (Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ)	**Overtime, Holiday, Other**	Enter overtime, holiday, and other costs related to Personal Services (New Staff), by FY.
Row 236 (Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK)	**Dept. Benefits Rate (% of Salaries/ Wages)**	Enter the state entity's percentage of salaries for benefits costs. The total cost is automatically calculated (Percentage x Total Salaries and Wages), by FY. Do NOT enter benefit rate if the (Optional) Benefit Rate (%) was entered for each classification. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.
Row 237 (Columns F/G – AJ/AK)	**Total Personal Services - New Staff**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) calculate automatically, by FY.
Row 239	**Total, Permanent**	Automatically calculates, by FY, the all positions and dollars for classifications identified as Permanent (Redirected and New Staff).
Row 204	**Total, Temporary**	Automatically calculates, by FY, the all positions and dollars for classifications identified as Temporary (Redirected and New Staff).
Row 241	**Total, Exempt**	Automatically calculates, by FY, the all positions and dollars for classifications identified as Exempt (Redirected and New Staff).
Row 242	**Total, Board**	Automatically calculates, by FY, the all positions and dollars for classifications identified as Board (Redirected and New Staff).
Row 243	**Total Salaries and Wages**	Automatically calculates, by FY, all positions and dollars for classifications (Redirected and New Staff).
Row 244	**Overtime, Holiday, Other**	Automatically calculates, by FY, the overtime, holiday, and other costs related to Personal Services (Redirected and New Staff).
Row 245	**Dept. Benefits Rate (% of Salaries/ Wages)**	Automatically calculates, by FY, the state entity's percentage of salaries for benefits costs. The total cost equals the sum of Staff to be Redirected, Dept. Benefits Rate (% of Salaries/Wages) plus New Staff, Dept. Benefits Rate (% of Salaries/Wages), by FY. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.
Row 246	**Total Personal Services - All Staff**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY, for all staff positions and dollars (Existing/Redirected and New Staff). The Total Personal Services All Staff (=) Total Personal Services – Existing Staff to be Redirected (+) Total Personal Services – New Staff.

Location, Column/Row	Label Name	Information
Row 248 **(The following columns document quantity, if any, and cost for OE&E, by FY:** **F/G – AJ/AK)**	**Operating Expenses and Equipment (OE&E) (New)**	Label for new OE&E, includes Quantity and Cost columns for each FY. The Quantity column may be used to enter information helpful to identify the corresponding cost (e.g., 100/per box). The Quantity cells are not used for any automatic built-in calculations. Note: Refer to the state entity's Budget/Accounting Office to assist with the OE&E category identification and to comply with the DOF and FI$Cal definitions regarding the correct item/sub item OE&E expenses. The categories below align with the Budget Change Proposal categories.
Row 249	**General Expense (5301400-Goods – Other)**	Enter the quantity and cost, by FY. Enter the quantity and cost, by FY. Examples: ▪ 311204 Employee Relocation ▪ 311205 Dues and Memberships ▪ 311206 Miscellaneous Office Supplies ▪ 311207 Freight and Drayage ▪ 311213 Purchased Clerical and Nonprofessional Services ▪ 311215 Advertising ▪ 311217 Meetings, Conferences, Exhibits and Shows ▪ 311223 Library Purchases (excluding UC, CSUC, and Other Educational Institutions) and Subscriptions ▪ 311225 Photography ▪ 311226 Minor Equipment ▪ 311227 Office Equipment Rental, Maintenance, and Repairs ▪ 311238 Not Otherwise Classified-Goods ▪ 311239 Not Otherwise Classified-Services/Rentals
Row 250	**Printing (5302900-Printing – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 312242 Pamphlets, Leaflets, Brochures, and other similar items ▪ 312243 Photocopy Paper ▪ 312244 Office Copier Expense (Rental, Maintenance and misc. serv.) ▪ 312245 Printed Forms and Stationery ▪ 312246 Office Copier Supplies ▪ 312247 Microform ▪ 312248 Not Otherwise Classified
Row 251	**Communications (5304800-Communications – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 313252 Cell Phones, PDAs, Pagers ▪ 313253 Central Communication (CALNET, Centrex, ATSS) ▪ 313254 Fax ▪ 313255 Delivery Services (Messenger Services, Courier) ▪ 313256 Radio and Microwave Services ▪ 313257 Telephone ▪ 313258 Not Otherwise Classified ▪ 313259 Maintenance

Location, Column/Row	Label Name	Information
Row 252	**Postage (5306700-Postage – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 314262 Stamps, Stamped Envelopes, Post Cards, Postage Due Charges, Registered and Certified Mail Charges, Post Office Box Rentals, and Parcel Post ▪ 314263 Postage Meter (Rent, Repairs, Refills, etc.) ▪ 314268 Not Otherwise Classified
Row 253	**Insurance (5308900-Insurance – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 315273 Tort Liability ▪ 315274 Vehicle ▪ 315275 Aviation ▪ 315276 Marine ▪ 315277 Medical Malpractice ▪ 315282 False Arrest ▪ 315283 Individual and Blanket Surety Bonds ▪ 315288 Not Otherwise Classified
Row 254	**Travel – In State (5320490-Travel – In State – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 317292 Per Diem ▪ 317293 State Vehicle--General Services ▪ 317294 Commercial Air Transportation ▪ 317295 Other Transportation ▪ 317296 Private Car ▪ 317297 Rental Car ▪ 317301 Taxi and Shuttle Service ▪ 317302 Rail and Bus ▪ 317303 Overtime Meals ▪ 317305 Travel Agency Management/Transaction Fees ▪ 317308 Not Otherwise Classified
Row 255	**Travel – Out of State (5320890-Travel – Out of State – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 318312 Per Diem ▪ 318314 Commercial Air Transportation ▪ 318315 Other Transportation ▪ 318316 Private Car ▪ 318317 Rental Car ▪ 318322 Rail, Bus, and Taxi ▪ 318325 Travel Agency Management/Transaction Fees ▪ 318328 Not Otherwise Classified
Row 256	**Training (5322400-Training – Tuition and Registration)**	Enter the quantity and cost, by FY. Examples: ▪ 321332 Tuition and Registration Fees ▪ 321333 Training Films and Slides ▪ 321334 Training Facility Rental ▪ 321335 Interdepartmental and Commercial Contracts ▪ 321337 Not Otherwise Classified (Goods) ▪ 321338 Not Otherwise Classified (Services) ▪ (Note: Do not include salaries and wages or travel related to training.)

Location, Column/Row	Label Name	Information
Row 257	**Facilities Operations (e.g., 5324350-Rents & Leases; 5324550-Spec. Repairs & Deferred Maint.)**	Enter the quantity and cost, by FY. Examples: ▪ 323342 Rent--Buildings and Grounds (State-Owned) ▪ 323343 Rent--Buildings and Grounds (Non-State-Owned) ▪ 323344 Janitorial Services ▪ 323345 Security ▪ 323346 Recurring Maintenance Services (Goods use 323357) ▪ 323347 Facility Planning--General Services (Space Management, Lease Management, etc.) ▪ 323348 Waste Removal ▪ 323352 Special Repairs and Deferred Maintenance ▪ 323353 Alterations ▪ 323357 Not Otherwise Classified (Goods) ▪ 323358 Not Otherwise Classified (Services)
Row 258	**Utilities (5326900-Utilities – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 324362 Electricity ▪ 324363 Natural Gas ▪ 324364 Liquid Petroleum Gas ▪ 324365 Propane for Heating ▪ 324366 Heating Oil ▪ 324367 Water ▪ 324372 Sewer ▪ 324378 Not Otherwise Classified
Rows 259 – 269	**Consulting and Professional Services: Interdepartmental (5340330-Consulting and Professional Services - Interdepartmental)**	Enter the quantity and cost, by FY, for each interdepartmental consulting and professional services agreement. Examples: ▪ 325383 Accounting ▪ 325384 Administrative ▪ 325385 Architectural ▪ 325386 Auditing ▪ 325387 Collection Services ▪ 325388 Compliance Inspection and Investigations ▪ 325392 Engineering ▪ 325393 Health and Medical ▪ 325394 Legal (Witness Fees, Filing Fees, Contract Review, etc.; Excluding Attorney General) ▪ 325395 DPA Collective Bargaining Charges ▪ 325396 Attorney General ▪ 325397 Office of Administrative Hearings ▪ 325398 Other
Row 270	**Subtotal - Consulting and Professional Services: Interdepartmental**	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Row 271 – 281	**Consulting and Professional Services: External (5340580-Consulting and Professional Services - External)**	Enter the quantity and cost, by FY, for each external consulting and professional services agreement. Examples: ▪ 326403 Accounting ▪ 326404 Administrative ▪ 326405 Architectural ▪ 326406 Auditing ▪ 326407 Collection Services ▪ 326408 Compliance Inspectors and Investigations ▪ 326409 Information Technology ▪ 326412 Engineering ▪ 326413 Health and Medical ▪ 326414 Legal (Witness Fees, Filing Fees, Notaries Public Fees, etc.)(excludes Attorney Fees) ▪ 326415 Attorney Fees (Services provided to agency) ▪ 326418 Other Services ▪ 326419 Non-Taxable Reimbursed Expenses (Non-employees only) (Accounted for by Receipts & Travel Claims) ▪ 326420 Taxable Reimbursed Expenses (Non-employees only)(Meals, mileage, etc. in excess of approved rates)
Row 282	**Subtotal - Consulting and Professional Services: External**	The subtotal cost calculates automatically, by FY.
Row 283 – 286	**Departmental Services (5342500-Indirect Distributed Cost)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for each departmental services. Unhide rows as needed. Examples: ▪ 327422 Office Services ▪ 327423 Technical Services ▪ 327424 EDP Services ▪ 327425 Equipment Pool ▪ 327426 Other ▪ 327427 Indirect Distributed Cost
Row 287	**Subtotal – Departmental Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.
Rows 288 – 295	**Consolidated Data Centers (5344000-Consolidated Data Centers)**	Enter the quantity and cost, by FY, for each consolidated data center services. Unhide rows as needed.
Row 296	**Subtotal - Consolidated Data Centers**	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Rows 297 – 311	**Information Technology (5346900- Information Technology - Other)**	Enter the quantity and cost, by FY, for information technology. Examples: ▪ 329434 Interagency Agreement ▪ 329435 Not Otherwise Classified – Services (Maintenance, Security Services, Archival Services, etc.) ▪ 329436 Supplies (Paper, Toner, etc.) ▪ 329445 Software (Purchase, License) ▪ 329446 Hardware (Purchase, Lease) ▪ 329447 Data Lines (T1, DS3, etc.) ▪ 329448 Internet Service Provider ▪ 329449 Electronic Waste Recycling and Disposal Fees
Row 312	**Subtotal - Information Technology**	The subtotal cost calculates automatically, by FY.
Rows 313 – 318	**Central Administrative Services (e.g., 5348250-Pro Rata; 5348500-Statewide Cost Allocation Plan -SWCAP)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for central administrative services. Examples: ▪ 330438 Pro Rata ▪ 330439 SWCAP
Row 319	**Subtotal - Central Administrative Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.

Row 320 – 330	**Office Equipment (5368115-Office Equipment)**	Enter the quantity and cost, by FY, for office equipment.
		
		Examples:
		▪ 332452 Replacement
		  o 332453 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		  o 332454 Passenger Motor Vehicles
		  o 332455 Other Motor Vehicles
		  o 332456 Household Equipment and Furnishings
		  o 332457 Machinery, Implements, and Major Tools
		  o 332462 Scientific Instruments and Apparatus
		  o 332463 Maps, Films, and Paintings
		  o 332464 Educational Equipment
		  o 332465 Livestock
		  o 332466 Electronic Data Processing
		  o 332468 Other
		▪ 332472 Additional
		  o 332473 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		  o 332474 Passenger Motor Vehicles
		  o 332475 Other Motor Vehicles
		  o 332476 Household Equipment and Furnishings
		  o 332477 Machinery, Implements, and Major Tools
		  o 332482 Scientific Instruments and Apparatus
		  o 332483 Maps, Films, and Paintings
		  o 332484 Educational Equipment
		  o 332485 Livestock
		  o 332486 Electronic Data Processing
		  o 332488 Other

Row 331	**Subtotal - Office Equipment**	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Rows 332 – 337	Other (5390900- Other Items of Expense - Miscellaneous)	Enter the quantity and cost, by FY, for other items of expense. ▪ 333501 Other Items of Expense ▪ 333502 Subsistence and Personal Care ▪ 333503 Clothing and Personal Supplies ▪ 333505 Recreation and Religion Supplies (Services use 326418) ▪ 333506 Foodstuffs ▪ 333507 Foster Care (IRC Sec 131 Exempt) ▪ 333512 Quartering and Housekeeping ▪ 333513 Laundry Services (Supplies use 333568) ▪ 333514 Miscellaneous Client Services ▪ 333515 Agricultural Supplies ▪ 333516 Chemicals, Drugs, Medicines and Medical and Lab Supplies ▪ 333517 Educational Supplies ▪ 333520 Uniform Allowances ▪ 333522 Law Enforcement Materials ▪ Structural Materials ▪ 333524 Vehicle Operations (Excluding Insurance and Depreciation; For Use by Departments Maintaining Their Own Vehicles) ▪ 333525 Gasoline ▪ 333526 Propane ▪ 333527 Oil and Lubrication ▪ 333532 Tires and Tubes ▪ 333533 Maintenance and Repair Services (Supplies use 333536) ▪ 333534 Washing ▪ 333535 Towing ▪ 333536 Other Vehicle Operations ▪ 333540 Exceptional Energy/Resources Purchases ▪ 333545 Late Payment Penalties - GC 927 et seq. ▪ 333568 Not Otherwise Classified (Goods) ▪ 333569 Not Otherwise Classified (Services) ▪ 333570 Not Otherwise Classified (Misc.)
Row 338	Subtotal - Other	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Rows 339 – 342	**Unclassified/Special Adjustment (e.g., 5395000-Unallocated Operating Expense and Equipment; 5415000 Claims Against the State; 5420000-Debt Service - Interest; 5432000-Grants and Subventions - Governmental; 5490000-Other Special Items of Expense; 5700000-Internal Cost Recovery)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for unclassified or special adjustments. Examples: ▪ 441601 Debt Service ▪ 441602 Interest ▪ 441603 Principal ▪ 441608 Other ▪ 442612 Depreciation and Amortization ▪ 443609 Attorney Fees (Services NOT provided to agency; fees segregated from clients' award) ▪ 443610 Payments to Attorneys - IRC 6045 (f) (includes client proceeds) ▪ 443611 Tort Payments - Other punitive and damages that do NOT involve physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 443613 Tort Payments - Compensatory awards involving physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 444614 Taxes and Assessments ▪ 445615 Special Demonstration Projects ▪ 446616 Board of Control Claims X X X X ▪ 447618 Evidence X X X X ▪ 447619 Distributed Interest (not late penalties or debt service) ▪ 448621 Scholarships, Grants, and Fellowships (services performed) ▪ 448622 Scholarships, Grants, and Fellowships (services not performed) ▪ 449623 Retirement Disbursements ▪ 450624 Disability Benefits ▪ 451625 Death Benefits ▪ 452626 Loans (Exclude Local Govt.), Transfers and Other Non-expenditure Disbursements ▪ 452627 Interagency pass -- through Disbursement ▪ 453628 Sales Discounts ▪ 453629 Purchase for Sale ▪ 453630 Prize Payments ▪ 454632 Other ▪ 500000 Unclassified ▪ 555651 Scheduled (Info. Only) ▪ 556661 Cost of Living Adjustments ▪ 557671 Unallocated ▪ 558681 Budget Revision Pending ▪ 559691 Special Adjustments ▪ 560696 Unscheduled (Info. Only)
Row 343	**Subtotal – Unclassified/Special Adjustment**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.
Row 344	**Total OE&E Expenditures (NEW)**	The Dollars for all new OE&E categories automatically calculate, by FY.
Row 346	**Local Assistance**	HIDDEN ROW (unhide if needed). Label for existing Local Assistance, includes Quantity and Cost columns for each FY. Local Assistance is state funds provided to counties, cities and special districts.

Location, Column/Row	Label Name	Information
Row 347	Grants	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for grants. Typically grants describe amounts of money received by an organization for a specific purpose but with no obligation to repay (in contrast to a loan, although the award may stipulate repayment of funds under certain circumstances). For example, the state receives some federal grants for the implementation of health and community development programs, and the state also awards various grants to local governments, private organizations, and individuals according to criteria applicable to the program.
Row 348	Subventions	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for subventions. Typically subventions describe amounts of money expended as local assistance based on a formula, in contrast to grants that are provided selectively and often on a competitive basis. For the purposes of Article XIII B, state subventions include only money received by local agency from the state, the use of which is unrestricted by the statutes providing the subvention.
Row 349	Administrative	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for administrative services.
Row 350	Total Local Assistance	HIDDEN ROW (unhide if needed). The Dollars for all Local Assistance categories (grants, subventions, administrative) calculates automatically, by FY.
Row 352	Total Personal Services Expenditures	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) from the Total Personal Services – All Staff (Row 246) calculates automatically, by FY.
Row 353	Total OE&E Expenditures	The Dollars for OE&E from the Total OE&E Expenditures (NEW) (Row 454), by FY.
Row 354	Total Local Assistance	The Dollars for all Local Assistance from the Total Local Assistance (Row 460), by FY.
Row 355	Total Expenditures - Alternative 1 (2 or 3) Operations Costs	The Positions and Dollars from Total Personal Services Expenditures, Total OE&E Expenditures, and Total Local Assistance calculates automatically, by FY.
Rows 357	Annual Savings/Revenue Adjustments	Label for the summarized savings and/or revenue adjustments.
▪ Rows 358	▪ Cost Savings	Cost Savings (After final FY, based on Project Costs - Average Current Operations Costs)
▪ Rows 359	▪ Cost Avoidances/ Increased Program Revenues	Enter any Cost Avoidances and Increased Project Revenues based on the project.
▪ Rows 360	▪ Net Cost (+) or Benefit (-)	Sum of Cost Savings, Cost Avoidances, and Increased Program Revenues for the entire project.
▪ Rows 361	▪ Cum. Net Cost (+) or Benefit (-)	Cumulative totals for the Net Cost or Benefit.
▪ Rows 362	Simple ROI - Average Future Operations / Average Current Operations (Compares Future Costs with the Current Costs)	HIDDEN ROW (unhide if needed). Average Future Operations divided by the Average Current Operations. The percentage calculates the overall estimated return once the project is implemented.
Row 364	Comments	Enter comments as needed.

Alt 1- Future Ops (Alt 2- Future Ops, and Alt 3- Future Ops) Tab

> KEY:
>
> White Fields = Enter Information (as applicable)
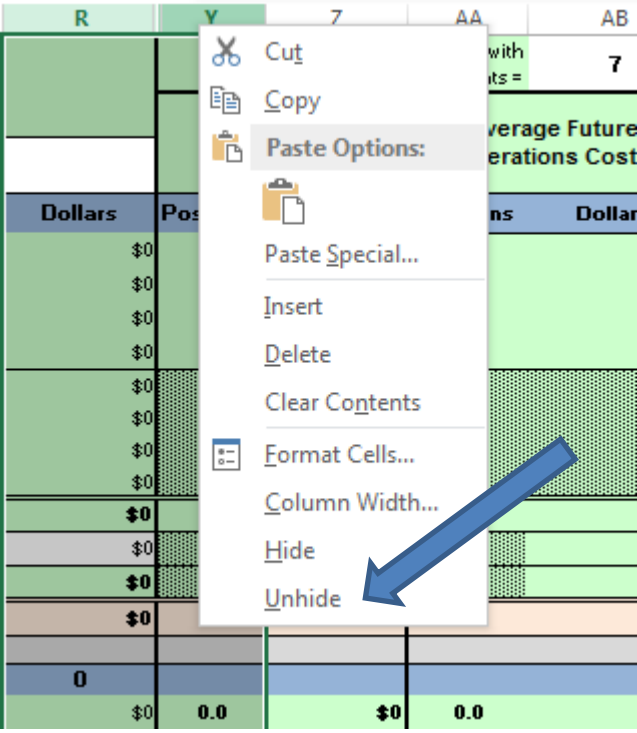> Green, Peach, and Blue Fields = Automatically populated; No entry required.

Location, Column/Row	Label Name	Information
Row 1	**Department name, Stage X/Version X, Date**	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	**Project Number and Project Name**	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	**SIMM 19F.2, Pages X of X, Automatic Date**	Automatic – No entry required.
Alt 1- Future Ops (Alt 2- Future Ops, and Alt 3- Future Ops)		

Location, Column/Row	Label Name	Information
Column A, Row 3 - 5	**Future Operations Alternative 1 (2 or 3) <NAME>**	Name automatically populates based on Alt 1- (Alt 2- or Alt 3-) Project name.
Columns F – Y	**Future Annual Operations Costs (After Project)**	Costs after project implementation during M&O. Note: Hidden columns O/P (Year 6), Q/R (Year 5) S/T (Year 8), U/V (Year 9), W/X (Year 10) applicable only if more than five (5) FYs of M&O information is documented. Unhide columns as needed.

Location, Column/Row	Label Name	Information

L	M	Formula Bar AA	AB	AC	AD	AE	AF	AG

(See below) – No. of FYs with entries = 4

FY	2018/19	IT Only Total (Future FYs)		Enter Final M&O FY:	2018/19	Future Operations		Average Future Operations Costs	
Positions	Dollars	Pys	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars
2.0	$201,216	4.0	$402,432	2.0	$201,216	4.0	$402,432	1.0	$100,608
287.5	$21,690,150	-	$0			1121.7	$84,625,535	280.4	$21,156,384
	$0	-	$0			0.0	$0	0.0	$0
289.5	$21,891,366	4.0	$402,432.00						
0.0	$0								
0.0	$0								
0.0	$0								
289.5	$21,891,366	4.0	$402,432	2.0	$201,216	1125.7	$85,027,967	281.4	$21,256,992
			$0		$0		$0		$0
25%	$5,472,842		$100,608		$50,304		$21,256,992		$5,314,248
289.5	$27,364,208	4.0	$503,040	2.0	$251,520	1125.7	$106,284,959	281.4	$26,571,240

FY	2018/19	IT NEW	IT NEW	Final Year	2018/19				
3.0	$301,824	6.0	$603,648	3.0	$301,824	6.0	$603,648	1.5	$150,912
	$0	-	$0			0.0	$0	0.0	$0
3.0	$301,824	6.0	$603,648						
0.0	$0								
0.0	$0								
0.0	$0								
3.0	$301,824	6.0	$603,648	3.0	$301,824	6.0	$603,648	1.5	$150,912
			$0		$0		$0		$0
25%	$75,456		$150,912		$75,456		$150,912		$37,728
3.0	$377,280	6.0	$754,560	3.0	$377,280	6.0	$754,560	1.5	$188,640
292.5	$22,193,190								

#	Label								
265	Training (5322400-Training – Tuition and Registration)								
266	Facilities Operations (e.g., 5324350-Rents & Leases; 5324550-Spec. Repairs & Defer								
267	Utilities (5326900-Utilities – Other)								
268	Consulting and Professional Services: Interdepartmental (5340330-Consulting and Professional Services - Interdepartmental) (e.g., CDT OSPD Project Approvals & Oversight, Statewide Technology Procurement, DGS, OSI)								
269									
279	Subtotal - Consulting and Professional Services: Interdepartmental	$0	$0	$0	$0		$0		$0
280	Consulting and Professional Services: External (5340580-Consulting and Professional Services - External) (e.g., System Integrator (SI) Vendor, Solution Vendor, IV&V, PM Vendor)								
281									
291	Subtotal - Consulting and Professional Services: External	$0	$0	$0	$0		$0		$0
297	Consolidated Data Centers (5344000-Consolidated Data Centers)								
298	Data Center Services		$60,000	$60,000	$60,000	$60,000		$240,000		$60,000
299									
305	Subtotal - Consolidated Data Centers	$60,000	$60,000	$60,000	$60,000		$240,000		$60,000
306	Information Technology (5346900-Information Technology - Other)								
307	HW			$8,000	$8,000	$8,000		$24,000		$8,000
308	SW		$46,500	$558,000	$558,000	$558,000		$1,720,500		$558,000
309									
321	Subtotal - Information Technology	$46,500	$566,000	$566,000	$566,000		$1,744,500		$566,000
329	Office Equipment (5368115-Office Equipment)								
330									
340	Subtotal - Office Equipment	$0	$0	$0	$0		$0		$0
341	Other (5390900-Other Items of Expense - Miscellaneous)								
342	Miscellaneous			$34,000	$34,000	$34,000		$102,000		$34,000
347	Subtotal - Other	$0	$34,000	$34,000	$34,000		$102,000		$34,000
353	TOTAL OE&E EXPENDITURES	$106,500	$660,000	$660,000	$660,000	IT OE&E:	$2,086,500	IT OE&E:	$660,000

Location, Column/Row	Label Name	Information
Columns Z, AA **(Rows 7 – 255)**	**IT Only Total (Future FYs) Positions, Dollars**	Automatically calculates the total future annual IT operations positions and costs. The total (Row 255) is used to populate the Summary sheet; no entry required. The Summary sheet sums the IT salaries (only) multiplied by the first future FY's Dept. Benefits Rate, plus any *Overtime, Holiday, Other* and *OE&E* totals for all future FYs.
Column AA **(Row 258 – 364)**	**(Optional) Enter Total IT OE&E Costs Only**	OPTIONAL – Use this column to identify OE&E costs associated with IT only. Once entered, you will need to manually enter costs for any categories associated with IT only.
Column AC	**Enter Final M&O FY:**	Enter the final FY (in 0000-0000 format) to identify the FY when the future operations are stabilized and that signifies the cost on an ongoing basis. Note: The FY information (personal services, OE&E, etc.) will have already been entered as one of the Future Annual Operations Costs FYs. The Summary sheet, Annual Future Operations Costs (M&O) (rows 17, 34, 51, as applicable), sums this FY's IT salaries plus Overtime, Holiday, Other, Benefits (IT salaries multiplied by the benefit rate in applicable FY column), and OE&E
Column AC **(Row 258 – 364)**	**(Optional) Enter IT OE&E for FINAL M&O FY ONLY**	OPTIONAL – Use this column to identify OE&E costs associated with IT only for the final M&O FY. Once entered, you will need to manually any categories associated with IT only.
Columns AG Row 1	****(See below) - No. of FYs with entries =**	Enter the number of FYs with entries.
Row 5	**FY 1, FY 2, FY 3 (Various)**	Enter the Year. Year = Fiscal Year (FY) (July 1 – June 30). Enter information for up to ten (10) FYs. Use the Unhide function to unhide columns. Generally, enter estimated planning and project FY information (Personal Services, OE&E, and Local Assistance costs) until costs repeat for one FY (M&O). *IMPORTANT*: Change the Cell AC1 in the upper right-hand corner to the number of FYs entered.

Location, Column/Row	Label Name	Information
		In this example, Columns between R and Y are hidden, indicated by the two lines between the columns. To Unhide columns (if more than seven FYs of M&O costs needed), select the column before and after the hidden columns, right-click and select "Unhide." To Hide columns, select the columns to be hidden, right-click and select "Hide."
Rows 6 (The following columns document Positions and Dollars for existing/redirected Personal Services, by FY: F/G – X/Y)	Personal Services (Existing/Redirected)	Label for Personal Services information.
Column A, (Rows 7 – 117)	Classification	Enter each existing/redirected classification assigned to project M&O for the impacted business program and IT systems. Note: If a classification has multiple categories (Program/IT, Monthly Salary, and/or Tenure/Time Base), repeat the classification as needed. For example, if a Data Processing Manager II is categorized as IT and another Data Processing Manager II is categorized as Program, enter Data Processing Manager II two times to accommodate both categories.
Column B, (Rows 7 – 117)	Program/IT	Select Program or IT for each classification entered. This field is used to identify existing program or IT staff to support the M&O project business area or the IT staff systems and infrastructure. IMPORTANT: Select either IT or Pgm as the worksheet calculates the totals based on this information.

Location, Column/Row	Label Name	Information
Column C, (Rows 7 – 117)	Monthly Salary	Enter the total monthly salary of each classification. The salary for M&O staff is the current salary. Do not include any benefits costs.
Column D, (Rows 7 – 117)	Tenure/Time Base	For each classification, select Permanent (P), Temporary (T), Exempt (E), or Board. Note: If a classification has multiple Tenure/Time Bases, repeat the classification as needed. For example, if a Programmer is categorized as Permanent (P) and another Programmer is categorized as Temporary (T), enter Programmer two times to accommodate both categories. IMPORTANT: Select either P, T, E, or Board as the worksheet calculates the totals based on this information.
Column E, (Rows 7 – 117)	(Optional) Benefit Rate (%)	HIDDEN ROW (unhide if needed). Use this cell to enter the benefit rate for EACH classification entered. If the benefit rate is completed, DO NOT use the Dept. Benefits Rate (% of Salaries/Wages).
Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ (Rows 7 – 117)	Positions	Enter the number of M&O redirected/existing staff for each classification. Identify partial positions to one/tenth (0.1) of a position.
Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK (Rows 7 – 117)	Dollars	The staff cost is calculated automatically based on the monthly salary and number of positions. This figure reflects the annual salary-only cost for the position(s).
Row 118	Total, Permanent	Automatically calculates, by FY, the total positions and dollars for classifications identified as Permanent.
Row 119	Total, Temporary	Automatically calculates, by FY, the total positions and dollars for classifications identified as Temporary.
Row 120	Total, Exempt	Automatically calculates, by FY, the total positions and dollars for classifications identified as Exempt.
Row 121	Total, Board	Automatically calculates, by FY, the total positions and dollars for classifications identified as Board.
Row 122	Total Salaries and Wages	Automatically calculates, by FY, all positions and dollars for classifications.
Row 123 (Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK)	Overtime, Holiday, Other	Enter overtime, holiday, and other costs related to Personal Services (Existing Staff to be Redirected), by FY.
Row 124 (Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ)	Dept. Benefits Rate (% of Salaries/ Wages)	Enter the state entity's percentage of salaries for benefits costs. The total cost automatically calculates (Percentage x Total Salaries and Wages), by FY. Do NOT enter benefit rate if the (Optional) Benefit Rate (%) was entered for each classification. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.

Location, Column/Row	Label Name	Information
Row 125 (Columns F/G – X/Y)	**Total Existing/Redirected Staff**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY.
Rows 127 **(The following columns document Positions and Dollars for new Personal Services, by FY: F/G – X/Y)**	**Personal Services (New)**	Label for Personal Services information.
Column A, (Rows 128 – 238)	**Classification**	Enter each new classification assigned to project M&O for the impacted business program and IT systems. Note: If a classification has multiple categories (Program/IT, Monthly Salary, and/or Tenure/Time Base), repeat the classification as needed. For example, if a Data Processing Manager II is categorized as IT and another Data Processing Manager II is categorized as Program, enter Data Processing Manager II two times to accommodate both categories.
Column B, (Rows 128 – 238)	**Program/IT**	Select Program or IT for each classification entered. This field is used to identify existing program or IT staff to support the M&O project business area or the IT staff systems and infrastructure. IMPORTANT: Select either IT or Pgm as the worksheet calculates the totals based on this information.
Column C, (Rows 128 – 238)	**Monthly Salary**	Enter the total monthly salary of each classification. The salary for M&O staff is the current salary. Do not include any benefits costs.
Column D, (Rows 128 – 238)	**Tenure/Time Base**	For each classification, select Permanent (P), Temporary (T), Exempt (E), or Board. Note: If a classification has multiple Tenure/Time Bases, repeat the classification as needed. For example, if a Programmer is categorized as Permanent (P) and another Programmer is categorized as Temporary (T), enter Programmer two times to accommodate both categories. IMPORTANT: Select either P, T, E, or Board as the worksheet calculates the totals based on this information.
Column E, (Rows 128 – 238)	**(Optional) Benefit Rate (%)**	HIDDEN ROW (unhide if needed). Use this cell to enter the benefit rate for EACH classification entered. If the benefit rate is completed, DO NOT use the Dept. Benefits Rate (% of Salaries/Wages).

Location, Column/Row	Label Name	Information
Columns F, H, J, L, N, R, T, V, X, Z, AB, AD, AF, AH, AJ (Rows 128 – 238)	Positions	Enter the number of M&O redirected/existing staff for each classification. Identify partial positions to one/tenth (0.1) of a position.
Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AE, AG, AI, AK (Rows 128 – 238)	Dollars	The staff cost is calculated automatically based on the monthly salary and number of positions. This figure reflects the annual salary-only cost for the position(s).
Row 239	Total, Permanent	Automatically calculates, by FY, the total positions and dollars for classifications identified as Permanent.
Row 240	Total, Temporary	Automatically calculates, by FY, the total positions and dollars for classifications identified as Temporary.
Row 241	Total, Exempt	Automatically calculates, by FY, the total positions and dollars for classifications identified as Exempt.
Row 242	Total, Board	Automatically calculates, by FY, the all positions and dollars for classifications identified as Board.
Row 243	Total Salaries and Wages	Automatically calculates, by FY, all positions and dollars for classifications.
Row 244	Overtime, Holiday, Other	Automatically calculates, by FY, the overtime, holiday, and other costs related to Personal Services.
Row 245	Dept. Benefits Rate (% of Salaries/ Wages)	Automatically calculates, by FY, the state entity's percentage of salaries for benefits costs. The total cost equals the sum of the new Staff, Dept. Benefits Rate (% of Salaries/Wages) plus New Staff, Dept. Benefits Rate (% of Salaries/Wages), by FY. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.
Row 246 (Columns F/G – X/Y)	Total Personal Services – New Staff	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY.
Row 248	Total, Permanent	Automatically calculates, by FY, the all positions and dollars for classifications identified as Permanent (Redirected and New Staff).
Row 249	Total, Temporary	Automatically calculates, by FY, the all positions and dollars for classifications identified as Temporary (Redirected and New Staff).
Row 250	Total, Exempt	Automatically calculates, by FY, the all positions and dollars for classifications identified as Exempt (Redirected and New Staff).
Row 251	Total, Board	Automatically calculates, by FY, the all positions and dollars for classifications identified as Board (Redirected and New Staff).
Row 252	Total Salaries and Wages	Automatically calculates, by FY, all positions and dollars for classifications (Redirected and New Staff).
Row 253	Overtime, Holiday, Other	Automatically calculates, by FY, the overtime, holiday, and other costs related to Personal Services (Redirected and New Staff).
Row 254	Dept. Benefits Rate (% of Salaries/ Wages)	Automatically calculates, by FY, the state entity's percentage of salaries for benefits costs.

Location, Column/Row	Label Name	Information
		The total cost equals the sum of the Existing Staff to be Redirected, Dept. Benefits Rate (% of Salaries/Wages) plus New Staff, Dept. Benefits Rate (% of Salaries/Wages), by FY. Note: Refer to the state entity's Budget/Accounting Office to assist with the percentage entered.
Row 255	**Total Personal Services – All Staff**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) automatically calculate, by FY, for all staff positions and dollars (Redirected and New Staff). The Total Personal Services – All Staff (=) Total Personal Services – Existing Staff to be Redirected (+) Total Personal Services – New Staff.
Row 257 **(The following columns document quantity and cost for OE&E, by FY: F/G – X/Y)**	**Operating Expenses and Equipment (OE&E)**	Label for OE&E, includes Quantity and Cost columns for each FY. Note: Refer to the state entity's Budget/Accounting Office to assist with the OE&E category identification and to comply with the DOF and FI$Cal definitions regarding the correct item/sub item OE&E expenses. The categories below align with the Budget Change Proposal categories.
Row 258	**General Expense (5301400- Goods – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 311204 Employee Relocation ▪ 311205 Dues and Memberships ▪ 311206 Miscellaneous Office Supplies ▪ 311207 Freight and Drayage ▪ 311213 Purchased Clerical and Nonprofessional Services ▪ 311215 Advertising ▪ 311217 Meetings, Conferences, Exhibits and Shows ▪ 311223 Library Purchases (excluding UC, CSUC, and Other Educational Institutions) and Subscriptions ▪ 311225 Photography ▪ 311226 Minor Equipment ▪ 311227 Office Equipment Rental, Maintenance, and Repairs ▪ 311238 Not Otherwise Classified-Goods ▪ 311239 Not Otherwise Classified-Services/Rentals

Location, Column/Row	Label Name	Information
Row 259	Printing (5302900-Printing – Other)	Enter the quantity and cost, by FY. Examples: ▪ 312242 Pamphlets, Leaflets, Brochures, and other similar items ▪ 312243 Photocopy Paper ▪ 312244 Office Copier Expense (Rental, Maintenance and misc. serv.) ▪ 312245 Printed Forms and Stationery ▪ 312246 Office Copier Supplies ▪ 312247 Microform ▪ 312248 Not Otherwise Classified
Row 260	Communications (5304800-Communications – Other)	Enter the quantity and cost, by FY. Examples: ▪ 313252 Cell Phones, PDAs, Pagers ▪ 313253 Central Communication (CALNET, Centrex, ATSS) ▪ 313254 Fax ▪ 313255 Delivery Services (Messenger Services, Courier) ▪ 313256 Radio and Microwave Services ▪ 313257 Telephone ▪ 313258 Not Otherwise Classified ▪ 313259 Maintenance
Row 261	Postage (5306700-Postage – Other)	Enter the quantity and cost, by FY. Examples: ▪ 314262 Stamps, Stamped Envelopes, Post Cards, Postage Due Charges, Registered and Certified Mail Charges, Post Office Box Rentals, and Parcel Post ▪ 314263 Postage Meter (Rent, Repairs, Refills, etc.) ▪ 314268 Not Otherwise Classified
Row 262	Insurance (5308900-Insurance – Other)	Enter the quantity and cost, by FY. Examples: ▪ 315273 Tort Liability ▪ 315274 Vehicle ▪ 315275 Aviation ▪ 315276 Marine ▪ 315277 Medical Malpractice ▪ 315282 False Arrest ▪ 315283 Individual and Blanket Surety Bonds ▪ 315288 Not Otherwise Classified
Row 263	Travel – In State (5320490-Travel – In State – Other)	Enter the quantity and cost, by FY. Examples: ▪ 317292 Per Diem ▪ 317293 State Vehicle–General Services ▪ 317294 Commercial Air Transportation ▪ 317295 Other Transportation ▪ 317296 Private Car ▪ 317297 Rental Car ▪ 317301 Taxi and Shuttle Service ▪ 317302 Rail and Bus ▪ 317303 Overtime Meals

Location, Column/Row	Label Name	Information
		▪ 317305 Travel Agency Management/Transaction Fees ▪ 317308 Not Otherwise Classified
Row 264	**Travel – Out of State (5320890-Travel – Out of State – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 318312 Per Diem ▪ 318314 Commercial Air Transportation ▪ 318315 Other Transportation ▪ 318316 Private Car ▪ 318317 Rental Car ▪ 318322 Rail, Bus, and Taxi ▪ 318325 Travel Agency Management/Transaction Fees ▪ 318328 Not Otherwise Classified
Row 265	**Training (5322400-Training – Tuition and Registration)**	Enter the quantity and cost, by FY. Examples: ▪ 321332 Tuition and Registration Fees ▪ 321333 Training Films and Slides ▪ 321334 Training Facility Rental ▪ 321335 Interdepartmental and Commercial Contracts ▪ 321337 Not Otherwise Classified (Goods) ▪ 321338 Not Otherwise Classified (Services) (Note: Do not include salaries and wages or travel related to training.)
Row 266	**Facilities Operations (e.g., 5324350-Rents & Leases; 5324550-Spec. Repairs & Deferred Maint.)**	Enter the quantity and cost, by FY. Examples: ▪ 323342 Rent–Buildings and Grounds (State-Owned) ▪ 323343 Rent–Buildings and Grounds (Non-State-Owned) ▪ 323344 Janitorial Services ▪ 323345 Security ▪ 323346 Recurring Maintenance Services (Goods use 323357) ▪ 323347 Facility Planning–General Services (Space Management, Lease Management, etc.) ▪ 323348 Waste Removal ▪ 323352 Special Repairs and Deferred Maintenance ▪ 323353 Alterations ▪ 323357 Not Otherwise Classified (Goods) ▪ 323358 Not Otherwise Classified (Services)
Row 267	**Utilities (5326900-Utilities – Other)**	Enter the quantity and cost, by FY. Examples: ▪ 324362 Electricity ▪ 324363 Natural Gas ▪ 324364 Liquid Petroleum Gas ▪ 324365 Propane for Heating ▪ 324366 Heating Oil ▪ 324367 Water ▪ 324372 Sewer ▪ 324378 Not Otherwise Classified

Location, Column/Row	Label Name	Information
Rows 268 – 278	Consulting and Professional Services: Interdepartmental (5340330- Consulting and Professional Services – Interdepartmental)	Enter the quantity and cost, by FY, for each interdepartmental consulting and professional services agreement. Examples: ▪ 325383 Accounting ▪ 325384 Administrative ▪ 325385 Architectural ▪ 325386 Auditing ▪ 325387 Collection Services ▪ 325388 Compliance Inspection and Investigations ▪ 325392 Engineering ▪ 325393 Health and Medical ▪ 325394 Legal (Witness Fees, Filing Fees, Contract Review, etc.; Excluding Attorney General) ▪ 325395 DPA Collective Bargaining Charges ▪ 325396 Attorney General ▪ 325397 Office of Administrative Hearings ▪ 325398 Other
Row 279	Subtotal – Consulting and Professional Services: Interdepartmental	The subtotal cost calculates automatically, by FY.
Row 280 - 290	Consulting and Professional Services: External (5340580- Consulting and Professional Services – External)	Enter the quantity and cost, by FY, for each external consulting and professional services agreement. Examples: ▪ 326403 Accounting ▪ 326404 Administrative ▪ 326405 Architectural ▪ 326406 Auditing ▪ 326407 Collection Services ▪ 326408 Compliance Inspectors and Investigations ▪ 326409 Information Technology ▪ 326412 Engineering ▪ 326413 Health and Medical ▪ 326414 Legal (Witness Fees, Filing Fees, Notaries Public Fees, etc.)(excludes Attorney Fees) ▪ 326415 Attorney Fees (Services provided to agency) ▪ 326418 Other Services ▪ 326419 Non-Taxable Reimbursed Expenses (Non-employees only) (Accounted for by Receipts & Travel Claims) ▪ 326420 Taxable Reimbursed Expenses (Non-employees only)(Meals, mileage, etc. in excess of approved rates)
Row 291	Subtotal – Consulting and Professional Services: External	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Row 292 - 295	**Departmental Services (5342500-Indirect Distributed Cost)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for each departmental services. Unhide rows as needed. Examples: ▪ 327422 Office Services ▪ 327423 Technical Services ▪ 327424 EDP Services ▪ 327425 Equipment Pool ▪ 327426 Other ▪ 327427 Indirect Distributed Cost
Row 296	**Subtotal – Departmental Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.
Rows 297 - 304	**Consolidated Data Centers (5344000-Consolidated Data Centers)**	Enter the quantity and cost, by FY, for each consolidated data center services. Unhide rows as needed.
Row 305	**Subtotal - Consolidated Data Centers**	The subtotal cost calculates automatically, by FY.
Rows 306	**Information Technology (5346900-Information Technology – Other)**	Enter the quantity and cost, by FY, for information technology. Examples: ▪ 329434 Interagency Agreement ▪ 329435 Not Otherwise Classified – Services (Maintenance, Security Services, Archival Services, etc.) ▪ 329436 Supplies (Paper, Toner, etc.) ▪ 329445 Software (Purchase, License) ▪ 329446 Hardware (Purchase, Lease) ▪ 329447 Data Lines (T1, DS3, etc.) ▪ 329448 Internet Service Provider ▪ 329449 Electronic Waste Recycling and Disposal Fees
Row 321	**Subtotal – Information Technology**	The subtotal cost calculates automatically, by FY.
Rows 322 - 327	**Central Administrative Services (e.g., 5348250-Pro Rata; 5348500-Statewide Cost Allocation Plan – SWCAP)**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for central administrative services. Examples: ▪ 330438 Pro Rata ▪ 330439 SWCAP
Row 328	**Subtotal – Central Administrative Services**	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information

Row 329 - 339	**Office Equipment (5368115-Office Equipment)**	Enter the quantity and cost, by FY, for office equipment.
		
		Examples:
		▪ 332452 Replacement
		  o 332453 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		  o 332454 Passenger Motor Vehicles
		  o 332455 Other Motor Vehicles
		  o 332456 Household Equipment and Furnishings
		  o 332457 Machinery, Implements, and Major Tools
		  o 332462 Scientific Instruments and Apparatus
		  o 332463 Maps, Films, and Paintings
		  o 332464 Educational Equipment
		  o 332465 Livestock
		  o 332466 Electronic Data Processing
		  o 332468 Other
		▪ 332472 Additional
		  o 332473 Office Equipment (Exclude Chairs, Desks, Credenzas, etc.)
		  o 332474 Passenger Motor Vehicles
		  o 332475 Other Motor Vehicles
		  o 332476 Household Equipment and Furnishings
		  o 332477 Machinery, Implements, and Major Tools
		  o 332482 Scientific Instruments and Apparatus
		  o 332483 Maps, Films, and Paintings
		  o 332484 Educational Equipment
		  o 332485 Livestock
		  o 332486 Electronic Data Processing
		  o 332488 Other

Row 340	**Subtotal – Office Equipment**	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Rows 341 - 346	**Other (5390900-Other Items of Expense – Miscellaneous)**	Enter the quantity and cost, by FY, for other items of expense. ▪ 333501 Other Items of Expense ▪ 333502 Subsistence and Personal Care ▪ 333503 Clothing and Personal Supplies ▪ 333505 Recreation and Religion Supplies (Services use 326418) ▪ 333506 Foodstuffs ▪ 333507 Foster Care (IRC Sec 131 Exempt) ▪ 333512 Quartering and Housekeeping ▪ 333513 Laundry Services (Supplies use 333568) ▪ 333514 Miscellaneous Client Services ▪ 333515 Agricultural Supplies ▪ 333516 Chemicals, Drugs, Medicines and Medical and Lab Supplies ▪ 333517 Educational Supplies ▪ 333520 Uniform Allowances ▪ 333522 Law Enforcement Materials ▪ Structural Materials ▪ 333524 Vehicle Operations (Excluding Insurance and Depreciation; For Use by Departments Maintaining Their Own Vehicles) ▪ 333525 Gasoline ▪ 333526 Propane ▪ 333527 Oil and Lubrication ▪ 333532 Tires and Tubes ▪ 333533 Maintenance and Repair Services (Supplies use 333536) ▪ 333534 Washing ▪ 333535 Towing ▪ 333536 Other Vehicle Operations ▪ 333540 Exceptional Energy/Resources Purchases ▪ 333545 Late Payment Penalties – GC 927 et seq. ▪ 333568 Not Otherwise Classified (Goods) ▪ 333569 Not Otherwise Classified (Services) ▪ 333570 Not Otherwise Classified (Misc.)
Row 347	**Subtotal - Other**	The subtotal cost calculates automatically, by FY.

Location, Column/Row	Label Name	Information
Rows 348 - 351	Unclassified/Special Adjustment (e.g., 5395000-Unallocated Operating Expense and Equipment; 5415000 Claims Against the State; 5420000-Debt Service – Interest; 5432000-Grants and Subventions – Governmental; 5490000-Other Special Items of Expense; 5700000-Internal Cost Recovery)	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for unclassified or special adjustments. Examples: ▪ 441601 Debt Service ▪ 441602 Interest ▪ 441603 Principal ▪ 441608 Other ▪ 442612 Depreciation and Amortization ▪ 443609 Attorney Fees (Services NOT provided to agency; fees segregated from clients' award) ▪ 443610 Payments to Attorneys – IRC 6045 (f) (includes client proceeds) ▪ 443611 Tort Payments – Other punitive and damages that do NOT involve physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 443613 Tort Payments – Compensatory awards involving physical or personal injury. (DO NOT include attorney's fees. See 443610) ▪ 444614 Taxes and Assessments ▪ 445615 Special Demonstration Projects ▪ 446616 Board of Control Claims X X X X ▪ 447618 Evidence X X X X ▪ 447619 Distributed Interest (not late penalties or debt service) ▪ 448621 Scholarships, Grants, and Fellowships (services performed) ▪ 448622 Scholarships, Grants, and Fellowships (services not performed) ▪ 449623 Retirement Disbursements ▪ 450624 Disability Benefits ▪ 451625 Death Benefits ▪ 452626 Loans (Exclude Local Govt.), Transfers and Other Non-expenditure Disbursements ▪ 452627 Interagency pass – through Disbursement ▪ 453628 Sales Discounts ▪ 453629 Purchase for Sale ▪ 453630 Prize Payments ▪ 454632 Other ▪ 500000 Unclassified ▪ 555651 Scheduled (Info. Only) ▪ 556661 Cost of Living Adjustments ▪ 557671 Unallocated ▪ 558681 Budget Revision Pending ▪ 559691 Special Adjustments ▪ 560696 Unscheduled (Info. Only)
Row 352	Subtotal – Unclassified/Special Adjustment	HIDDEN ROW (unhide if needed). The subtotal cost calculates automatically, by FY.
Row 353	Total OE&E Expenditures	The Dollars for all OE&E categories automatically calculate, by FY.

Location, Column/Row	Label Name	Information
Row 354	**Local Assistance**	HIDDEN ROW (unhide if needed). Label for ongoing Local Assistance, includes Quantity and Cost columns for each FY. Local Assistance is state funds provided to counties, cities and special districts.
Row 355	**Grants**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for grants. Typically grants describe amounts of money received by an organization for a specific purpose but with no obligation to repay (in contrast to a loan, although the award may stipulate repayment of funds under certain circumstances). For example, the state receives some federal grants for the implementation of health and community development programs, and the state also awards various grants to local governments, private organizations, and individuals according to criteria applicable to the program.
Row 356	**Subventions**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for subventions. Typically subventions describe amounts of money expended as local assistance based on a formula, in contrast to grants that are provided selectively and often on a competitive basis. For the purposes of Article XIII B, state subventions include only money received by local agency from the state, the use of which is unrestricted by the statutes providing the subvention.
Row 357	**Administrative**	HIDDEN ROW (unhide if needed). Enter the quantity and cost, by FY, for administrative services.
Row 358	**Total Local Assistance**	HIDDEN ROW (unhide if needed). The Dollars for all Local Assistance categories (grants, subventions, administrative) automatically calculate, by FY.
Row 360	**Total Personal Services Expenditures**	The Positions and Dollars (Salaries and Wages + Overtime, Holiday, Other + Dept. Benefits Rate) from the Total Personal Services – All Staff (Row 253) calculates automatically, by FY.
Row 361	**Total OE&E Expenditures**	The Dollars for OE&E from the Total OE&E Expenditures (Row 461), by FY.
Row 362	**Total Local Assistance**	HIDDEN ROW (unhide if needed). The Dollars for all Local Assistance from the Total Local Assistance (Row 466), by FY.
Row 363	**Total Expenditures – Future Operations Costs**	The Positions and Dollars from Total Personal Services Expenditures, Total OE&E Expenditures, and Total Local Assistance calculates automatically, by FY.
Row 366	**Comments**	Enter comments as needed.

Alt 1- Funding Plan Tab

> KEY:
>
> White Fields = Enter Information (as applicable)
> Purple, Blue, Orange, and Green Fields = Automatically populated;
> No entry required

Location, Column/Row	Label Name	Information
Row 1	Department name, Stage X/Version X, Date	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	Project Number and Project Name	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	SIMM 19F.2, Pages X of X, Automatic Date	Automatic – No entry required.

Alt 1- Funding Plan

Location, Column/Row	Label Name	Information
Column A, Row 3 - 6	Funding Plan Alternative 1 <NAME>	Name automatically populates based on Alt 1- Project name.
Columns B - K	Planning Costs (Stage 2, 3, 4)	Planning Costs occur during the development of Stages 2, 3, and 4.
Columns L - AE	Project Costs (During Project)	Costs during project implementation.

Location, Column/Row	Label Name	Information
		Note: Hidden columns applicable only if more than seven (7) FYs of project information is documented. Unhide columns as needed.
Columns AF - AU	Future Annual Costs	Costs during future annual operations (M&O).
Column AW Rows 12 – 16	Various automatic calculations for overall and average costs.	Entry only required if redirected costs from before the project are being used.
Row 4	FY 1, FY 2, FY 3, FY 4, FY 5 (for Planning) and FY (Various)	FY = July 1 – June 30. Project and Planning FYs are Automatic – No entry required (once applicable Alt 1- Project information entered). Enter full Future Annual Operations FYs. Enter information for up to five planning FYs, ten (10) project FYs, and seven future annual operations FYs. Use the Unhide function to unhide columns. Note: At a minimum, the number of FYs should be equivalent to the Alt 1- Project FYs.
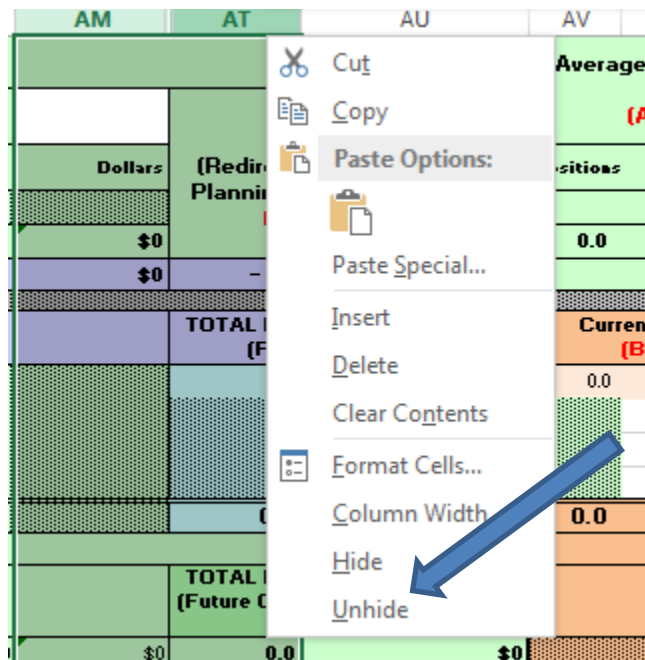
In this example, Columns between AM and AT are hidden, indicated by the two lines between the columns. To Unhide columns (if more than seven FYs of project costs needed), select the column before and after the hidden columns, right-click and select "Unhide."

To Hide columns, select the columns to be hidden, right-click and select "Hide."

Location, Column/Row	Label Name	Information
Rows 6 (The following columns document Positions and Dollars for Total Project Costs, by FY: B, C; D, E; F, G; H, I; J, K; L, M; N, O, P, Q; R, S; T, U; V, W; X, Y; Z, AA; AB, AC; AD, AE; AF, AG; AH, AI; AJ, AK; AL, AM; AN, AO; AP, AQ; AR, AS)	Total Project Costs +Future Annual Costs	Label for Total Project Costs and Future Annual Operations Costs information. Future FYs are included to accommodate instances (e.g., implementations done in waves) they align with Project FYs. For example, an information system may be implemented to a group (e.g., wave one includes Department A, Department B) but the remaining groups are to be implemented in another wave/stage. Therefore, part of the system may be considered M&O (included on the Future Ops sheet), while the remaining waves/stages are considered to be part of the project implementation (included in the Alt 1- Project sheet).
Row 7	Total Project Costs	Total project costs from Alt 1- Project, by FY. Automatically populates; no entry required.
Row 8	Total Future Costs	Total future annual costs from Alt 1- Future Ops, by FY. Automatically populates; no entry required.
Row 9	Total Project Costs + Total Future Annual Costs	Combines project and future annual operations costs, by FY. Automatically calculates; no entry required.
Row 10	Resources (including funding) To Be Redirected	Label for resources to be redirected.
Row 11	Personal Services (Project)	Redirected staff resources from Alt 1- Project. Automatically populates; no entry required.
Row 12	Personal Services (Future Annual Operations)	Redirected staff resources from Alt 1- Future Ops. Automatically populates; no entry required.
Row 13	Operating Expenses & Equipment	Enter OE&E funds to be used, by FY.
Row 14	Existing System Funds	Enter existing system funds to be used, by FY.
Row 15	Other Fund Sources	Enter other fund sources to be used, by FY.
Row 16	Total Redirected Resources	Automatically calculates the combined total of the project and future annual operations information.
Row 20	Additional Funding Needed	Label for additional funding needed for a BCP.
Row 22	Project (One-Time) Funding (BCP)	Automatically calculates the one-time project funding needed, by FY.
Row 23	Future Ops (Annual) Funding (BCP)	Automatically calculates the annual funding needed, by FY.
Row 24	Total Additional Funding	Automatically totals the Project (One-Time) and Future Ops (Annual) funding.
Row 27	Funding Source, State Operations	Label for funding sources to be used to fund the entire project (both redirected and new).
Rows 28 – 31	Various funds items	Enter the percentage of general, special, federal, or other funds needed to fund the Total Project Costs (planning, project, and/or future costs) (as applicable), Row 7. If "Other Funds" are used, specify the fund type in Column A/Row 29.
Row 32	Cost Recovery/Reimbursement	Enter the percentage of funds that will be cost recovered or reimbursed of funds needed for the Total Project Costs (planning, project, and/or future costs) (as applicable), Row 7.

Location, Column/Row	Label Name	Information
Row 33	**Total Funding, State Operations**	Automatically calculates the total percentage and dollar amount for state operations funding.
Row 35	**Funding Source, Local Assistance**	Label for funding sources to be used.
Row 36 – 39	**General Funds**	Enter the percentage of general, special, federal, or other funds needed to fund the Total Project Costs (planning, project, and/or future costs) (as applicable), Row 7. If "Other Funds" are used, specify the fund type in Column A/Row 35.
Row 40	**Cost Recovery/Reimbursement**	Enter the percentage of funds that will be cost recovered or reimbursed. Automatically calculates the dollar amount.
Row 41	**Total Funding, Local Assistance**	Automatically calculates the total percentage and dollar amount for Local Assistance funding.
Row 42	**Funding Source Total**	Automatically calculates the combined total percentage and dollar amount for state operations and local assistance. **IMPORTANT TO VALIDATE THAT THE PERCENTAGE EQUALS 100%.**

Alt 1- Planning BCP

KEY:

White Fields = Enter Information (as applicable)
Blue, Green, Lavender, Grey, Orange Fields = Automatically populated; No entry required

Location, Column/Row	Label Name	Information
Row 1	**Department name, Stage X/Version X, Date**	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	**Project Number and Project Name**	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	**SIMM 19F.2, Pages X of X, Automatic Date**	Automatic – No entry required.

The following is a screenshot of the worksheet layout:

	B	C	D	E	F	G	H	I	J
1	Department of Personal Services	Stage 4/Version 1		Date:	6/14/17				
2	9999-999	DPS - RS							
3	BCP - Planning Costs	Planning Costs	(-) Other Funding to be used, if any (Existing)	(=) Planning Costs (BCP $$ Needed)	Planning Costs	(-) Other Funding to be used, if any (Existing)	(=) Planning Costs (BCP $$ Needed)	Planning Costs	(-) Other Funding to be used, if any (Existing)
4	Alternative 1								
5	DPS-RS COTS								
6	Personal Services								
7	Positions (Perm)			0.0			0.0		
8	Positions (Temp)			0.0			0.0		
9	Exempt			0.0			0.0		
10	Board			0.0			0.0		
11	Total Positions			0.0			0.0		
12	Total Salaries and Wages								
13	Earnings – Permanent	$0		$0	$0		$0	$0	
14	Earnings – Temporary	$0		$0	$0		$0	$0	
15	Earnings – Statutory/Exempt	$0		$0	$0		$0	$0	
16	Overtime, Holiday, Other	$0		$0	$0		$0	$0	
17	Total Staff Benefits	$0		$0	$0		$0	$0	
18	Unallocated, Special Adjustments	$0		$0	$0		$0	$0	
19	Total Personal Services	$0	$0	$0	$0	$0	$0	$0	$0
21	Operating Expenses and Equipment								
22	General Expense	$0		$0	$0		$0	$0	
23	Printing	$0		$0	$0		$0	$0	
24	Communications	$0		$0	$0		$0	$0	
25	Postage	$0		$0	$0		$0	$0	
26	Insurance	$0		$0	$0		$0	$0	

Location, Column/Row	Label Name	Information
Column A, Row 3 - 5	BCP – Planning Costs Alternative 1 <NAME>	Name automatically populates based on Alt 1- Project name.
Columns C, F, I, L, O	Planning Costs	Label for Planning Costs that occur during the development of Stages 2, 3, and 4.
Columns D, G, J, M, P	(-) Other Funding to be used, if any (Existing)	Label for other funds to be used during the development of Stages 2, 3, and 4.
Columns E, H, K, N, Q	(=) Planning Costs (BCP $$ Needed)	Labor for BCP Funds needed for the development of Stages 2, 3, and 4.
Columns E, H, K, N, Q	Planning Costs (FYs)	Planning Costs occur during the development of Stages 2, 3, and 4. FYs populate automatically; no entry required.
Row 6	Personal Services	Label for personal services.
Rows 7 – 9	Positions (Perm), (Temp), Exempt, Board	New Planning positions needed.
Row 12	Total Salaries and Wages	Label for planning position salaries and wages.
Columns C, F, I, L, O Rows 13 – 17	Earnings – Permanent; Earnings – Temporary; Earnings – Statutory/Exempt; Overtime, Holiday, Other; Total Staff Benefits	New planning costs for staff earnings, overtime, holiday, other, and benefits. Earnings, overtime, holiday, other, and benefits costs populate automatically by FY; no entry required.
Rows 13 – 17	Various Salary and Wage items	Enter any other existing funding to be used for each applicable row, by FY.
Rows 13 - 17	Various Salary and Wage items	The Planning Costs (BCP $$ Needed) automatically calculates by FY; no entry required.
Row 18	Unallocated, Special Adjustments	Enter any unallocated or special adjustments for planning costs and other funding to be used, by FY. The total unallocated, special adjustments total automatically calculates for the planning BCP funds needed by FY.
Columns C – Q Row 19	Total Personal Services	The total personal services automatically calculates by FY; no entry required.
Row 21	Operating Expenses and Equipment	Label for OE&E.

Location, Column/Row	Label Name	Information
Columns C, F, I, L, O Rows 22 – 40	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	New OE&E Planning Costs populate automatically by FY; no entry required.
Rows 22 – 40	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	Enter any existing funding to be used for each applicable new OE&E cost, by FY.
Rows 22 – 40	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	The Planning Costs (BCP $$ Needed) automatically calculate by FY; no entry required.
Columns C – Q Row 41	Total Operating Expenses and Equipment	The total OE&E automatically calculates by FY; no entry required.
Row 42	Local Assistance	Label for Local Assistance.
Rows 43 – 45	Local Assistance (Grants, Subventions, Administrative)	New Local Assistance Planning Costs populate automatically by FY; no entry required.
Rows 43 – 45	Various Local Assistance items	Enter any existing funding to be used for each applicable new Local Assistance cost, by FY.
Rows 43 – 45	Various Local Assistance items	The Planning Costs (BCP $$ Needed) automatically calculates by FY; no entry required.
Columns C – Q Row 46	Total Local Assistance Expenditures	The total local assistance automatically calculates by FY; no entry required.
Columns C – Q Row 47	Total Personal Services, OE&E, and Local Assistance	The combined Personal Services, OE&E, and Local Assistance totals for Planning Costs, Other Funding to be used, if any (Existing), and Planning Costs (BCP $$ Needed) automatically calculate by FY; no entry required.
Columns A, B Row 48	Funding	**Label for BCP Funding needed.**
Columns C, D; F, G; I, J; L, M Row 48	Funding Source Percentage	Label for funding source percentage.
Columns E, H, K, N, Q Row 48	Total Funding	Label for total funding needed.
Row 49	Funding Source – State Operations	Label for funding sources for state operations.
Rows 50 – 53	Various funding sources	Enter the percentage of general, special, federal, or other funds needed (by FY) for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 52.
Rows 50 – 53	Various funding sources	The BCP funding needed for each applicable fund source calculates automatically by FY; no entry required.
Columns C – Q Row 54	Total State Operations Expenditures	The percentage and total funding needed for the state operations calculates automatically; no entry required.

Location, Column/Row	Label Name	Information
Row 55	**Funding Source – Local Assistance:**	Label for funding sources for local assistance.
Rows 56 – 59	**Various funding sources**	Enter the percentage of general, special, federal, or other funds needed (by FY) for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 58.
Rows 56 – 59	**Various funding sources**	The BCP funding needed for each applicable fund source calculates automatically by FY; no entry required.
Columns C – Q **Row 60**	**Total Local Assistance Expenditures**	The percentage and total funding needed for the local assistance calculates automatically by FY; no entry required.
Row 61	**Funding Source – Capital Outlay (if applicable):**	Label for funding sources for capital outlay.
Rows 62 – 65	**Various funding sources**	Enter the percentage of general, special, federal, or other funds needed (by FY) for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 64.
Rows 62 – 65	**Various funding sources**	The BCP funding needed for each applicable fund source calculates automatically by FY; no entry required.
Columns C – Q **Row 66**	**Total Capital Outlay Expenditures**	The percentage and total funding needed for the capital outlay calculates automatically by FY; no entry required.
Columns C – Q **Row 67**	**Total Expenditures**	Automatically calculates the combined total percentage and dollar amount for state operations, local assistance, and capital outlay by FY; no entry required. **IMPORTANT TO VALIDATE THAT THE PERCENTAGE EQUALS 100%.**
Row 69	**Other Items:**	Label for other items.
Rows 70 – 72	**Unclassified, Reappropriation, Reversion**	Enter other items, as needed, by FY.
Row 73	**Revenue**	Label for revenue.
Rows 74 – 75	**General Fund, Other/Special Funds**	Enter revenue items, as needed, by FY.
Row 76	**Loans/Revenue Transfers:**	Label for loans or revenue transfers.
Rows 77 – 78	**General Fund, Other/Special Funds**	Enter loans or revenue transfer items, as needed, by FY.
Row 82	**Comments**	Enter comments as needed.

Alt 1- Project BCP

> KEY:
>
> White Fields = Enter Information (as applicable)
> Blue, Green, Lavender, Grey, Orange Fields = Automatically populated; No entry required

Location, Column/Row	Label Name	Information
Row 1	Department name, Stage X/Version X, Date	No entry required for Department name and Date if the Executive Cost Summary Tab was completed. Enter the Stage and Version, as needed.
Row 2	Project Number and Project Name	No entry required for Project Number and Project Name if the Executive Cost Summary Tab was completed.
Footer	SIMM 19F.2, Pages X of X, Automatic Date	Automatic – No entry required.
Alt 1- Project BCP		

Location, Column/Row	Label Name	Information
Column A, Row 3 - 5	BCP – Project Costs Alternative 1 <NAME>	Name automatically populates based on Alt 1- Project name.
Columns C, G, K, O, S, W, AA, AE, AI, AM	Project Positions	Label for new project positions.
Columns E, I, M, Q, U, Y, AC, AG, AK, AO, AT, AW, AZ, BC, BF	Future Positions	Label for new future operations positions.
Columns D, H, L, P, T, X, AB, AF, AJ, AN, AR, AU, AX, BA, BD, BG	(-) Other Funding to be used, if any (Existing)	Label for other existing funding to be used.
Columns AR, AU, AX, BZ, BD, BG Row 4	Final Future M&O FY?	Enter Yes or No, using the dropdown provided. Enter Yes if the FY represents the positions/costs needed to fund the program on an ongoing basis (M&O).

Location, Column/Row	Label Name	Information
Columns F, J, N, R, V, Z, AD, AH, AL, AP, AS, AV, AY, BB, BE, BH	BCP Project Costs – Year BCP Future Costs - Year	FY populates automatically by FY; no entry required.
Row 5	Personal Services	Label for personal services.
Rows 6 - 9	Positions (Perm) (Temp), Exempt, Board	New project and/or future operations positions needed by FY.
Row 10	Total Salaries and Wages	Label for project and/or future operations salaries and wages.
Rows 12 – 16	Earnings – Permanent; Earnings – Temporary; Earnings – Statutory/Exempt; Overtime, Holiday, Other; Total Staff Benefits	New project and/or future annual operations costs for staff earnings, overtime, holiday, other, and benefits. Earnings, overtime, holiday, other, and benefits costs populate automatically by FY; no entry required.
Rows 12 – 16	Various Salary and Wage items	Enter any other existing funding to be used for each applicable row, by FY.
Rows 12 – 16	Various Salary and Wage items	The BCP Project/Future Costs automatically calculate by FY; no entry required.
Row 17	Unallocated, Special Adjustments	Enter any unallocated or special adjustments for project and/or future annual operations costs and other funding to be used, by FY. The total unallocated, special adjustments total automatically calculates (by FY) for the BCP funds needed.
Columns C – BH Row 19	Total Personal Services (Project and Future*)	The total personal services automatically calculates by FY; no entry required. *The totals may include a Future FY that coincides with a Project FY.
Row 22	Operating Expenses and Equipment	Label for OE&E.
Rows 23 – 41	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	New OE&E project and/or future annual operations costs populate automatically by FY; no entry required.
Rows 23 – 41	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	Enter any existing funding to be used for each applicable new OE&E cost.
Rows 23 – 41	Various OE&E items (e.g., General Expense, Utilities, Information Technology)	The total project and/or future annual operations OE&E costs automatically calculate by FY; no entry required.
Columns C – BH Row 42	Total Operating Expenses and Equipment	The OE&E automatically calculates by FY; no entry required.
Rows 43 – 45	Local Assistance (Grants, Subventions, Administrative)	New Local Assistance project and/or future annual operations costs populate automatically by FY; no entry required.
Rows 43 – 45	Various Local Assistance items	Enter any existing funding to be used for each applicable new Local Assistance cost, by FY.
Rows 43 – 45	Various Local Assistance items	The local assistance costs automatically calculate by FY; no entry required.
Columns C – BH Row 46	Total Local Assistance Expenditures	The total local assistance costs automatically calculate by FY; no entry required.

Location, Column/Row	Label Name	Information
Columns C – BH **Row 47**	**Total Personal Services, OE&E, and Local Assistance**	The combined Personal Services, OE&E, and Local Assistance totals automatically calculate by FY; no entry required.
Columns A, B **Row 48**	**Funding**	**Label for BCP Funding needed.**
Columns C – BH **Row 46**	**Funding Source Percentage**	Label for funding source percentage.
Row 47	**Funding Source – State Operations**	Label for funding sources for state operations.
Columns C – BH **Rows 50 – 53**	**Various funding sources**	Enter the percentage of general, special, federal, or other funds needed by FY for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 52.
Rows 50 – 53	**Various funding sources**	The BCP funding needed for each applicable fund source calculates automatically; no entry required.
Columns C – BH **Row 54**	**Total State Operations Expenditures**	The percentage and total funding needed for the state operations calculates automatically; no entry required.
Row 55	**Funding Source – Local Assistance:**	Label for funding sources for local assistance.
Columns C – BH **Rows 56 – 59**	**Various funding sources**	Enter the percentage of general, special, federal, or other funds needed by FY for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 58.
Rows 56 – 59	**Various funding sources**	The BCP funding needed for each applicable fund source calculates automatically by FY; no entry required.
Columns C – BH **Row 60**	**Total Local Assistance Expenditures**	The percentage and total funding needed for the local assistance calculates automatically by FY; no entry required.
Row 61	**Funding Source – Capital Outlay (if applicable):**	Label for funding sources for capital outlay.
Columns C – BH **Rows 62 – 65**	**Various funding sources**	Enter the percentage of general, special, federal, or other funds needed by FY for the BCP Funding, Row 47. If "Other Funds" are used, specify the fund type in Column A/B, Row 64.
Rows 62 – 65	**Various funding sources**	The BCP funding needed for each applicable fund source calculates automatically by FY; no entry required.
Columns C – BH **Row 66**	**Total Capital Outlay Expenditures**	The percentage and total funding needed for the capital outlay calculates automatically by FY; no entry required.

Location, Column/Row	Label Name	Information
Columns C – BH **Row 67**	**Total Expenditures**	Automatically calculates the combined total percentage and dollar amount for state operations, local assistance, and capital outlay by FY; no entry required. **IMPORTANT TO VALIDATE THAT THE PERCENTAGE EQUALS 100%.**
Row 69	**Other Items:**	Label for other items.
Rows 70 – 72	**Unclassified, Reappropriation, Reversion**	Enter other items by FY, as needed.
Row 73	**Revenue**	Label for revenue.
Rows 74 – 75	**General Fund, Other/Special Funds**	Enter revenue items by FY, as needed.
Row 76	**Loans/Revenue Transfers:**	Label for loans or revenue transfers.
Rows 77 – 78	**General Fund, Other/Special Funds**	Enter loans or revenue transfer items by FY, as needed.
Row 82	**Comments**	Enter comments, as needed.